



ALEC REED ACADEMY
PROUD TO LEARN

Intimate and Personal Care of Children Policy Primary Phase

Policy Owner:	Navreen Dosanjh	Approved By:	Governing Board/ Principal
Target Audience:	EYFS Staff and Parents	Requirement to Publish on Website:	No
Purpose:	Confirmation of school practice	Statutory Policy:	No
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Alec Reed Academy Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. Our practice permits and promotes the greatest level of self-care and independence for every child.

Definition of Intimate Care:

Intimate Care is any care which involves washing or changing younger children who are not developmentally able to do so independently, or examining a child for medical purposes, for example:

- Dressing
- Changing soiled or wet clothes
- Changing a nappy or pull up
- Toileting
- Washing
- Application of topical medicines (e.g. eczema creams)
- First aid and medical assistance

Principles of Intimate Care

The provision of personal care may be routine in the Nursery setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a disability or medical need. However, the need for personal care occurs from time to time for other children in the School.

The following are the fundamental principles of intimate care upon which our policy guidelines are based.

Every child has the right:

- To be safe
- To personal privacy
- To be valued as an individual
- To be treated with dignity and respect
- To be involved and consulted in their own intimate care to the best of their abilities
- To express views on their own intimate care and to have such views taken into account
- To have levels of intimate care that are appropriate and consistent

All staff working with children have undergone an enhanced Disclosure and Barring Service (DBS) check. Staff designated to carry out this work will be properly trained, receive appropriate guidance and know the school's child protection policy and the intimate care policy. Students and volunteers are **not** permitted to be involved in intimate care. Staff behaviour is open to scrutiny and staff at Alec Reed Academy Primary School work in partnership with parents/carers to provide continuity of care to children wherever possible. The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

A child will be encouraged to attend to their own needs wherever possible and safe to do so, depending on their age and stage of development. It may be possible to provide supervision and

guidance, intervening only where necessary or if the child asks for help. The expectation is that staff will work in 'limited touch' culture and that when physical contact is made with pupils, this will be in response to the pupil's need at the time, it will be of limited duration. Staff will encourage each child to do as much for themselves as they can.

Each child's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy.

When a member of staff is required to provide intimate care they must first notify another member of staff so that they are aware and remain in close proximity.

If a child has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed. Advice and support from a Health Visitor or school nurse will be sought where necessary. The child will be assigned two adult who will attend to any intimate care needs. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/carers will provide nappies or pull ups, wipes, nappy sacks and spare clothing which will be kept in the child's changing bag. The school will provide gloves and disposable aprons for staff.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness, concerning changes in toileting patterns or if a child complains of discomfort or injury in an intimate area of the body etc. she/he will immediately report those concerns by completing a Safeguarding Concern and sending it to the Designated Child Protection Officer immediately.

Responsibilities

Leadership responsibilities:

- To ensure that staff will receive on-going training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care policy, relevant Intimate Care procedures and Safeguarding Policy.

Staff Responsibilities:

- Staff must be familiar with the Intimate Care policy/procedures.
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school.

- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures.
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Intimate Care Procedures

Procedure for undressing and dressing pupils – after soiling/getting clothes wet/dirty or complaint of discomfort or injury in an intimate area of the body.

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child).

When changing due to soiling or getting wet / dirty:

- Tell another member of staff that you are involved in an intimate care procedure.
- Doors should always be left ajar.
- Wear disposable gloves and a disposable apron.
- Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed.
- Wash/clean as required – again encourage the child to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary)
- Give the child the clean clothes and encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Where appropriate, speak to the parents as well.
- Ensure the child washes their hands with soap.
- Remove gloves and apron and wash your hands. Dispose of these in the appropriate bin.

Intimate Care Procedures

Procedure for changing nappies / pull ups:

Parents/carers will need to sign the PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE form for ongoing intimate care.

Ongoing intimate care will be given by one named person where possible. This will be an adult the child is familiar with.

Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child.

Where a child is regularly experiencing significant distress this will be discussed with parents and an individual risk assessment put into place.

Ensure:

- You have told another member of staff that you are involved in an intimate care procedure.
- This takes place in the nappy changing area and the door left ajar for the adult to remain in sight
- Ensure you are wearing disposable gloves and a disposable apron.
- Ask the child to remove their lower body clothing or provide help if they do can do it independently.
- Take off the nappy while the child is standing or use a changing mat if needed. Put the nappy into a nappy sack.
- Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves. Place the wipes in the nappy sack.
- Tie the nappy sack and place in the nappy bin.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up (whilst child is standing). Check that it fits snugly around the waist and legs.
- Ask the child to dress themselves or assist with this if necessary.
- Ask the child to wash their hands.
- Dispose of gloves and apron.
- Wash your hands with soap.
- Having changed a child, the staff member will record the name of the child, their name and the time the child was changed.

Procedure for showering or where a child shows significant distress

When it is necessary to shower a child to ensure they are clean or, when a child is upset and refusing to be changed then

Ensure

- A second member of staff should closely monitor and, where necessary, provide support for the staff member
- If this compromises the ratio, then a member of the welfare staff should be called to monitor and support
- When showering a child that the door should not be fully closed, allowing the second member of staff to monitor from a respectful distance but within sight

PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE

My child has an ongoing medical or SEND need and will require intimate care.

Child's name.....

Reason for ongoing intimate care need.....

.....
.....

I give permission to the school to provide appropriate intimate care support to my child e.g.

- Changing soiled nappies
- Changing soiled clothing
- Washing
- Toileting when and if needed
- Other intimate care as may be necessary for known medical reasons.

I will provide the school with suitable nappies, wipes, nappy sacks and a change of clothes.

I will advise the Headteacher/ Staff/Welfare staff of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach

I have read the School's Intimate Care Policy

Name of child	
Class	
Name of Parent/ Carer	
Signature of Parent/ Carer	
Date	