



Intimate Care Policy

Signed by Headteacher: *A Hughes*

Signed by Chair of Governors: *David Bradley*

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Intimate Care Policy

AI Generated Summary

Purpose: The purpose of this policy is to ensure that all children who require intimate care are supported in a safe, respectful, and dignified manner. It provides clear guidance for staff to meet pupils' personal, medical, and hygiene needs while safeguarding their wellbeing, promoting independence, and ensuring compliance with equality and safeguarding legislation.

Summary: Bitterne Manor Primary School is committed to supporting children with medical needs, disabilities, or developmental needs so they can fully participate in school life without discrimination. Intimate care includes tasks such as toileting, washing, changing clothing or nappies, feeding, and providing comfort, all of which are carried out with sensitivity and respect. The school follows strict health and safety and hygiene procedures, including the use of appropriate equipment and safe disposal of waste. Only trained staff provide intimate care, and this is done in line with safeguarding requirements, ensuring children's privacy and dignity at all times.

Individual intimate care plans are developed in partnership with parents, children, and relevant professionals to meet specific needs. The school maintains accurate records of care and responds calmly and supportively to any accidents. Cultural considerations and developmental changes are also respected.

Parents are expected to provide necessary supplies and work collaboratively with the school to agree care routines. Safeguarding is central, with only DBS-checked staff permitted to carry out intimate care, and any concerns about a child's wellbeing reported immediately.

Additional arrangements are made for activities such as swimming and offsite visits, and children are supported sensitively during toilet training to encourage independence. The policy is reviewed regularly to ensure it remains effective and up to date.

Statement of intent

Bitterne Manor Primary School takes the health and wellbeing of its children very seriously. As described in the Supporting Children with Medical Conditions Policy, the school aims to support children with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing board recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any child with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Children will always be treated with care, sensitivity and respect when intimate care is given, and no child will be left feeling embarrassed or as if they have created a problem.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2023) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Children with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy

Definitions

For the purpose of this policy, **intimate care** is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed child

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

Health and safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a child with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Children with Medical Conditions Policy.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of in an allocated bin, as per health and safety guidelines.

The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

Staff and facilities

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

Training may include:

- Safeguarding and professional boundaries (appropriate touch, privacy, managing allegations, etc)
- School intimate care procedures (how many adults should be present, recording requirements, where care should take place, what to do if a child becomes distressed)
- Manual handling (if applicable)
- Infection control and hygiene (PPE use, safe disposal of waste, handwashing, dealing with bodily fluids)
- Individual pupil needs
- Dignity, consent, and communication

Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Adjustable bed
- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has a disabled toilet with a washbasin and changing area for children in Key Stage 1 or 2. Children in EYFS will be supported with toileting in the preschool toilet area.

Mobile children will be changed while standing up, where possible. Children who are not mobile or with specific additional needs, will be changed on the changing bench in the preschool toilet.

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation.

School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any child prior to them attending the school.

Where possible, children who require intimate care will be involved in planning for their own healthcare needs wherever possible, with input from parents welcomed.

In liaison with the child and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any child with a health condition or disability.

Regular consultations will be arranged with all parents and children regarding toilet facilities.

The privacy and dignity of any child who requires intimate care will be respected at all times. A qualified member of staff will change the child, or assist them in changing themselves if they become wet, or soil themselves. Any child with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner. Accurate records of times, staff, and any other details of incidents of intimate care will be kept in a Record of Intimate Care Intervention, stored in the child's classroom or school office.

Arrangements will be made for how often the child should be routinely changed if the child is in school for a full day, and the child will be changed by a designated member of staff. A minimum number of changes will be agreed.

The family's cultural practices will always be taken into account for cases of intimate care.

Parents will be contacted if the child refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

Parental responsibilities

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies / pull-ups, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

Parents will inform the school should their child have any marks or rashes.

Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

Safeguarding

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child requires intimate care.

If any member of staff has concerns about physical changes to a child's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.

Special consideration will be taken to ensure that bullying and teasing does not occur.

Swimming

Children in Year 5 participate in swimming lessons. During these lessons, children are entitled to privacy when changing; however, some children will need to be supervised during changing.

Parental consent will be obtained before assisting any children in changing clothing before and after swimming lessons.

Details of any additional arrangements will be recorded in the child's individual intimate care plan or on CPOMS.

Offsite visits

Before offsite visits, including residential trips, the child's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Meetings with children away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

Consent from a parent will be obtained and recorded prior to any offsite visit.

Toilet training

Members of staff providing care will inform another member of staff prior to taking a child to be changed or to use the toilet.

Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All children will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing children and will not make negative facial expressions or negative comments. Children' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where children are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Children will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a child has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, children will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their child to ensure there is consistency with the approach at home. Children' progress is discussed at handover with parents. If any child is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the child's parents.

Monitoring and review

This policy is reviewed every two years by the headteacher and the DSL.

All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is March 2027.

Toilet Management Plan

Child's name:	Class/year group:
Name of personal assistant:	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Child will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Child (where appropriate)