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Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children.

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position.

Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem.

Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years (Nursery and Reception) or where there is an SEND need. Staff will always encourage children to attempt undressing and dressing unaided.

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Providing comfort or support

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on 'Supporting Pupils with Medical Needs')

Parents must discuss their child's needs with a member of staff before the school agrees to administer any medicines or medical care in school.

Personal care

Personal care should be performed by a person of the same sex as the individual child when at all possible and with someone who has received appropriate training.

Where it is known that a child will regularly require support with Personal Care, then an individual Personal Care Plan will be signed by parents and by the school (See appendix 1 Parent Letter and Appendix 2 Log).

Due to the intimate nature of these procedures staff should aim not to work alone. If this is not manageable, at the very least, staff should always ensure that another adult is aware of the reason for withdrawing the child. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene. They should also ensure that there is open access to the work area, whilst maintaining the child's privacy and dignity.

Where appropriate, the child should be encouraged to manage their own personal care under supervision.

If a member of staff provides support with their Personal Care then this should be recorded on the Personal Care Record sheet (Appendix 5) available in the Nursery and Cherry Class toilets and in both medical rooms in the main building.

In Early Years, if a child is not toilet trained, staff work with the parents to ensure continuity and follow the Nappy Changing Policy and procedures. (Appendix 3) A personal plan is agreed with parents (Appendix 4) and a record of nappy changes is kept. (Appendix 5) Parents are informed of any nappy/pant changes verbally.

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Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Early Years may sign a permission form, usually as part of the enrolment pack, so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 6).

From Year one onwards, or where a parent of a child in Early Years does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

Where there has been a need to support a child with personal care, the member(s) of staff will record this on the Personal Care Record (Appendix 5), copies of which are kept in both medical rooms and in both Early Years toilets.

Risk of Contact with Body Fluids: To protect the child and school staff this process should always involve the use of plastic gloves / aprons. All waste should be disposed of with care. Staff involved in these procedures should adhere to the safe system of care.

Hand washing facilities: Hand washing facilities are available in each of the pupil's toilets, the medical room and the classrooms; staff should follow Public Health hand washing guidelines.

Disposable gloves / aprons: Soiled gloves and aprons should be disposed of in a clinical waste bin where possible or double bagged before disposing into domestic waste.

Disposal of waste: Extremely soiled underwear can be disposed of and should be put into a clinical waste bin where possible or double bagged before disposing into domestic waste. However, lightly soiled underwear can be double bagged and sent home for cleaning/disposal. Any other soiled clothes can also be double bagged and sent home with the child unless the soiling is extreme in which case call parents for advice.

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Cleaning of area / equipment: This can be found in both medical rooms in the main building and in the pupil toilets in the nursery building.

Personal Hygiene: For those children who regularly require support with personal care, parents will be asked to provide wet wipes and extra changes of underwear, nappy bags and carrier bags.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

All staff at Bridlewood Primary and Nursery School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily.

It is not appropriate for volunteers or students to carry out intimate care procedures.

This policy is linked to:

- Supporting Pupils with Medical needs policy
- Safeguarding and Child Protection Policy
- Part 1 of Keeping Children Safe In Education
- Annex A of Keeping Children Safe In Education
- The school's staff code of conduct
- The code of conduct for volunteers
- SEND policy
- Health and Safety policy



Appendix 1 – Parent Letter regarding individual personal care

Dear Parent,

In order to allow school staff to assist with _____'s personal care please read the school policy on personal care below (paying special attention to parental responsibilities in sections “Disposal of Waste” and “Personal Care”), if you are happy with this policy please sign and date it, then return it to the school office.

Personal Care

Personal care should be performed by a person of the same sex as the individual child, when at all possible, who has received appropriate training.

Due to the intimate nature of these procedures staff should aim not to work alone. If this is not manageable, at the very least, staff should always ensure that another adult is aware of the reason for withdrawing the child. They should spend no longer than is necessary over the process and limit activities to the minimum required to restore the child's hygiene. They should also ensure that there is open access to the work area, whilst maintaining the child's privacy and dignity.

Where appropriate the child should be encouraged to manage their own personal care under supervision.

Risk of Contact with Body Fluids

To protect the child and school staff this process should always involve the use of plastic gloves / aprons. All waste should be disposed of with care. Staff involved in these procedures should adhere to the safe system of care.

Hand washing facilities

Hand washing facilities must be available, staff should follow Public Health hand washing guidelines.

Disposable gloves / aprons

Soiled gloves and aprons should be disposed of in a clinical waste bin where possible or double bagged before disposing into domestic waste.



Disposal of waste

Extremely soiled underwear can be disposed of and should be put into a clinical waste bin where possible or double bagged before disposing into domestic waste. However lightly soiled underwear can be double bagged and sent home for cleaning/disposal. Any other soiled clothes can also be double bagged and sent home with the child unless the soiling is extreme in which case call parents for advice.

Personal Hygiene

Parents will provide flushable wet wipes and extra changes of underwear, nappy bags and carrier bags.

A written record should be kept of incidences of incontinence that requires the appropriate support staff to help to clean the genital area. For convenience a Log Book should be kept in the shower / changing room

I understand that in the event of my child being incontinent, appropriately trained school staff will be required to have intimate contact in the process of cleaning him / her. I accept that this is a service that the school is not obliged to undertake. I understand that it may be necessary to dispose of soiled underwear and I am required to provide flushable wet wipes, nappy bags, carrier bags and extra changes of underwear/clothes as required.

Please be advised that the school may need to enter this information onto a secure internal database, in order to ensure that all staff have access to your Childs' needs while he/she is in school.

Child's Name:.....

DOB:.....

Parent/Carer Name:.....

Signature:.....

Date:.....



Appendix 2: Written Log (to accompany parent letter regarding individual personal care)

A written record should be kept of incidences of incontinence that requires the appropriate support staff to help to clean the genital area. For convenience a Log Book should be kept in the shower / changing room.

Child's Name:

[illegible]



Appendix 3 Nappy Changing Policy

Aim

Bridlewood Nursery nappy changing policy is in accordance with the families requests, consistent with the children's physical and emotional abilities and in compliance with Ofsted regulations.

Toilet Training

We ask that children wear pull-ups or other types of trainer pants as soon as they are comfortable with this and their parents agree. Where a child is in nappies/pull ups, staff will liaise with parents/carers to agree a written plan to ensure continuity with routines at home. Parents/carers must supply nappies, wipes, nappy sacks and at least two changes of clothing.

Methods

Nappies/pull-ups will be checked, and changed if necessary, at lunch time. Children who are in Nursery for 3 hours or less will not have a routine nappy change. A child's nappy will be changed promptly at any time when soiled.

Staff will wear disposable gloves on both hands and a disposable apron for all nappy changes and a new set of gloves and apron for each child.

Both child and staff member will wash their hands after changing a nappy.

The nappy changing area is located in the children's toilet area. Children are changed on a 'changing mat' on the floor and to comply with our child protection procedures, the door will be kept ajar, whilst maintaining the child's dignity and privacy at all times. Where possible, we will change the child's pull-up whilst they are standing up and encourage them to develop their self-care skills.

Procedure

1. Ensure you have a clean nappy, wipes and any other supplies, provided by the parents/carers, before changing the child.
2. Put a new set of gloves and a new disposable apron on and inform a second adult near by that you are changing a child.



3. Clean the child using baby wipes provided by parents/carer. Using the wipes, wipe the genital area front to back.
4. Put on a clean nappy. The child may need a new set of clothes as well. These should be supplied by the parents/carer.
5. Dispose of nappies/pull-ups hygienically; place soiled disposable nappies/pull-ups in a plastic nappy bag and dispose of in the outside bin; flush any soil (faeces) in reusable nappies/pants down the toilet and place the nappy/pants in doubled nappy bags and return to parents; place soiled clothing in double nappy bags and return to parent/carer.
6. Spray changing mat with antibacterial spray and use disposable blue roll to clean changing mat ready for the next person to use.
7. Wash both the adults and child's hands thoroughly with liquid soap and running water. Dry your hands on a disposable paper towel and use antibacterial hand gel.
8. Write down the nappy change on the 'Personal Care Record' sheet, sign it and ask the second adult to sign it.

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Appendix 4 Individual Toileting Plan

Toileting plan for:

Date:

.....is currently in nappies/pull ups and is not yet showing any awareness of being wet/soiled OR is currently in nappies/pull ups and is showing some awareness by (eg: going to changing area/verbally saying)

..... will mainly be responsible for changing whilst at Bridlewood Nursery to ensure continuity of care. However, all our staff will also be aware of his/her needs and will be available to change him/her when required.

Bridlewood Nursery will provide a changing mat, gloves, disposable aprons, antibacterial spray and disposable blue roll.

Parent/carer will provide consumables which could include nappies/pull ups, wipes, nappy sacks and spare clothes.

..... will be changed on a changing mat on the floor in the children's toilet area. However, where possible, we will change the child's pull-up standing up and encourage them to develop their self-care skills.

To comply with our child protection procedures, the door will be kept ajar, whilst maintaining the child's dignity and privacy at all times.

Used disposable nappies will be placed in a nappy sack and disposed of in the external bin and reusable nappies will be doubled bagged for return to the parent/carer.

Staff will record date and time of changing and whether child was wet/dry/soiled. This information will be shared with parent/carer verbally and via a completed 'change slip'.

This plan will be reviewed as the child's needs change.

Signed Parent/carer

Signed Nursery Teacher



Appendix 5

Personal Care Record

Date & Time	Child's Name	Description of/reason for personal care (e.g. changing nappy)	Signed - adult performing care	Signed - second adult present



Appendix 6

Parental permission for Intimate Care in Early years

Should it be necessary, I give permission for _____ to receive intimate care

(e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed: _____

Adult with parental responsibility for: _____

Date: _____