Intimate Care Policy

Approved by:	M W Clack, Principal	**Last reviewed on:**	October 2026
Date:	October 2026	**Next review due by:**	August 2027

Purpose and Definition

We aim to meet the individual needs of all our children and promote their welfare and emotional wellbeing. We recognise and assist children with intimate care where needed and ensure they are treated with courtesy, dignity and respect at all times. All children have the right to be safe and be treated with dignity, respect and privacy at all times.
Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other additional needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

Early Years Care

Of those children needing this type of support, the majority of them with individual needs are in the Early Years department. We address issues on an individual basis. Due to the developmental stages of these young children, we support them with their personal care. This includes reminding them to go to the toilet and about personal hygiene. This supports their understanding of self-care routines as well as developing their independence.
As outlined in the Early Years Foundation Stage (EYFS); Sept 2026, we are responsible for children´s personal care skills, as an essential part of Personal Development.

Specific Intimate Care Procedures

Any pupil who requires regular assistance with intimate care will have a written individual intimate care plan, agreed with parents or carers, relevant staff, the pupil where appropriate, and any professionals actively involved. The plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible and appropriate. The plan should be reviewed as necessary and at any time of change of circumstances, e.g. for residential trips, staff changes, developmental changes. They should also take into account procedures for educational visits and day trips.
In relation to record keeping, a written record should be kept every time a child has an invasive medical procedure. Accurate records should also be kept when a child requires assistance with intimate care; this should include full date, times and any comments such as changes in the child's behaviour and staff names.
All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for themselves as possible. There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care. Intimate care should be undertaken with a minimum of two adults in attendance in the vicinity so as to safeguard both the adults and the child.
Where an individualised procedure plan is not in place, parents will be informed the same day if their child has had an 'accident' and wet or soiled themselves. Information on intimate care should be treated as confidential and communicated in person by telephone or face to face.

Staff training

All staff receive safeguarding induction and regular updates in accordance with the School Safeguarding and Child Protection Policy. Staff providing intimate care must be appropriately vetted, trained and competent for the procedures they undertake, including any child-specific medical or moving-and-handling requirements.

Practice

The staff members who provide the care form a strong, trusting relationship with the child. Each child is encouraged to undertake as much of the procedure for themselves as possible, including washing hands, dressing/undressing, hygiene and toileting. The children's toilet areas and nappy changing areas are used to attend to children's needs and every effort is made to ensure privacy and modesty. The area provides privacy for the child, yet should not be out of sight of other staff.
Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including all required checks. The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer. No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Physical contact

Caring for young children means there are times when staff are required to have close physical contact with a child. It is also important for the children to feel safe, secure and cared for in school and staff are aware of cultural differences. It should always be the child who instigates any sort of physical contact such as hugs.

Working with parents

Cultural and religious values are respected and we engage in regular communication with parents, working in partnership with parents on an individual basis to make any reasonable adjustments to meet the needs of each child.
Parents are asked to supply the following (if applicable) if intimate care is known to be required (and for Early Years): Spare nappies, wipes, creams, nappy sacks, spare clothes, spare underwear.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing such as plastic gloves and aprons and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home. Parents will be informed of any soiled clothing at the end of the day. Children will be kept away from the affected area until the incident has been completely dealt with.
All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of any infection.

Policy Review

This policy will be reviewed at least annually, and sooner following a significant incident, material change in law or guidance, or change in school procedures.