



INTIMATE CARE POLICY

January 2025

The Downs Primary School and Nursery
Part of the Passmores Co-operative Learning Community

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| Approved by: | Governors | Date: January 2025 |
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| Last reviewed on: | January 2025 |
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| Next review due by: | January 2026 |
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1. Aims

This policy aims to ensure that:

- › Intimate care is carried out properly by staff, in line with any agreed plans
- › The dignity, rights and wellbeing of children are safeguarded
- › Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- › Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- › Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

3. Role of parents/carers

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign the INTIMATE CARE PLAN CONSENT FORM - EYFS, see Appendix 1.

For children whose needs are more complex, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below). Parents/ carers will be asked to sign the INTIMATE CARE PLAN CONSENT FORM - MORE COMPLEX NEEDS, see Appendix 2.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

Provide a nappy bag containing: spare clothes, nappies/ pull ups, baby wipes and nappy bags.

Inform the school if and when there are any changes relating to the intimate care needs of your child.

3.2 Creating an intimate Care Plan – More Complex Needs

Where an intimate care plan for more complex needs is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed each September and updated earlier if and when changes to a pupil's needs arise.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any staff member who is required to carry out intimate care will have given prior approval. This includes teaching assistants and members of the SEND team along with any other members of staff as directed by SLT.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- › Training in the specific types of intimate care they undertake
- › Regular safeguarding training
- › If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- › The control measures set out in risk assessments carried out by the school
- › Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

One staff member will be present to complete the required intimate care procedures. Where possible, another member of staff will be present during intimate care procedures, however, due to staffing limitations, this will not be possible for the majority of intimate care procedures.

Where possible, a member of staff who is the same gender as the child will change the pupil, however this is often not possible due to staffing limitations, and the larger proportion of staff at the school being female.

Intimate care procedures will be carried out in the disabled toilet opposite the reception classes, the nursery toilets and the reception toilets.

When carrying out procedures, the school will provide staff with:

A changing table, protective gloves, cleaning supplies, changing mats and bins.

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, including nappies, wipes, nappy bags underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a member of the safeguarding team.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed annually by the SENCo. At every review, the policy will be approved by the governing board.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility policy
- Safeguarding and child protection
- Health and safety policy
- Inclusion policy and information report
- Supporting pupils with medical conditions policy
- Manual handling policy

Appendix 1: Intimate Care Plan Consent Form – EYFS

Permission form for the Provision of Care - EYFS

If a child needs their nappy changing or they wet or soil themselves while they are in Nursery or Reception class it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

The Downs Primary and Nursery school have an Intimate Care Policy which is available to view on our website.

Please complete the permission slip below and return it to our EYFS staff.

Parental responsibilities:

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes, and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- Parents/carers will inform the school should their child have any marks/rashes.

Name of Child.....

Please tick as appropriate

I have read and understood the Intimate Care Policy.

I give consent for my child to be changed and cleaned by EYFS staff if they wet/soil themselves while in the care of The Downs Primary School and Nursery.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....

Appendix 2: Intimate Care Plan Consent Form – More Complex Needs

| | |
|--------------------------------|--|
| Name of school/setting | |
| Child's name | |
| Group/class/form | |
| Date of birth | |
| Child's address | |
| Medical diagnosis or condition | |
| Date | |
| Review date | |

Family Contact Information

| | |
|-----------------------|--|
| Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |
| Name | |
| Relationship to child | |
| Phone no. (work) | |
| (home) | |
| (mobile) | |

G.P.

| | |
|-----------|--|
| Name | |
| Phone no. | |

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Final Draft approved by

| | |
|--------------------|----------------|
| Parents: date..... | Signature..... |
| SENCo: date..... | Signature..... |