



# Intimate Care Policy

## Naburn CE Primary School

Effective Date: 1.1.25

Last reviewed on: 02.06.26

Next review due by: **Summer 2027**

## **Introduction**

1.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam)

1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

1.3 Naburn 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. Naburn School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

## **Best Practice**

2.1 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.

2.2 Staff who provide intimate care are trained professionals and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

2.3 The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

2.4 Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

2.5 Wherever possible, the same child will not be cared for by the same adult on a regular basis, ideally there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

2.6 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

## **Children wearing Nappies / Pads**

3.1 Schools may have concerns regarding Child Protection issues when they are asked by parents to

admit a child who is still wearing nappies, dependent on age. Child protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign- outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

3.2 We will use a notebook to record who changes a child with an Individual Care Plan (ICP), how often this task is carried out and the time they left/returned to the classroom following this task (separate system for EYFS as in the same room) Examples of such good practice provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

### **Equipment Provision**

4.1 Schools often ask for clarification regarding who is responsible for providing equipment when children require changing. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposable bags etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin, disposal bags, wipes, changing and liners to dispose of any waste.

### **Health and Safety**

5.1 There is a concern about health and safety issues when staff are changing children or dealing with a child who has had an accident and is bleeding.

5.2 Staff should wear gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy, and aprons are available. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bucket (complete with a liner) which is specifically designated for the disposal of such waste. The bucket should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

### **First Aid and intimate care**

6.1 Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

6.2 Regular requirements of an intimate nature should be planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and any discomfort with the arrangements addressed.

## INTIMATE CARE POLICY

### PARENTAL AGREEMENT FORM

1. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.
2. The topic of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.
3. Naburn 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. Naburn School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
4. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
5. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
6. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.
7. Wherever possible, the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.
8. Naburn School has introduced a record of who changes a child with an ICP, how often this task is carried out.
9. Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags etc. and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, wipes, changing mat a bin and liners to dispose of any waste.
10. Staff should always wear gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy– aprons are available. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bucket (complete with a liner) which is specifically designated for the disposal of such waste.
11. Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Naburn CE Primary

Intimate/Personal Care Plan



<b>Child's Name:</b>	<b>Date:</b>
<b>Staff involved in carrying out the plan:</b>	
<b>Main areas of need:</b> <ul style="list-style-type: none"><li>- Changing pants/clothes after accident</li><li>- Wiping where necessary</li><li>- Applying cream to bottom if sore</li></ul>	
<b>Detailed Plan:</b>	
<b>This plan was written by:</b>  <b>Date agreed with parents:</b>  <b>The child's views were sought for this plan on:</b>	
<b>Signed (Headteacher)</b>	<b>Date:</b>
<b>Signed (Teachers/TA involved with plan)</b>	<b>Date:</b>
<b>Signed (Parent/Carer)</b>	<b>Date:</b>