

Berridge Primary & Nursery School



Intimate Care Policy

To be reviewed by Governors
Date: Spring 2028

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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 Nursery

Nursery staff will support children in toilet training, encouraging the child to independently use the toilet and ensure the child has washed their hands afterwards. Parents/carers need to provide a spare set of clothes for their child in case of toileting accidents.

In cases where a child's nappy-wearing is not considered a disability-related issue or a medical need parents/carers will be actively encouraged to come in if their child has soiled themselves and change their child. We believe that it is in the best interest of a child who is new to the school environment to be changed by a familiar adult who already regularly changes the child in the home environment to prevent any distress, however, if this is not possible school will try and support the parent/carers by changing the child. Parents/carers should be aware that, whilst school will aim to change a nappy as quickly as possible, there may be a delay. Staff may not be able to leave the setting straight away. Our priority is to keep children safe and must ensure there is the correct staff ratios in place to supervise the children. For the child's own dignity and privacy, nappy changing takes place in an area away from the other children which means staff

undertaking this task will not be able to supervise other children. All issues will be dealt with on an individual basis.

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, such as nappies/pull-ups, wipes, underwear and/or a spare set of clothing. When coming to Nursery, the child needs to be in a clean, dry nappy/pull-up.

3.2 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 a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

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.

3.3 Creating an intimate care plan

Where an intimate care plan 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 annually, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.4 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 roles who may carry out intimate care will have this set out in their job description.

No other staff members can be required to provide intimate care.

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

Every 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 needs help with intimate care. Adults who assist children one-to-one will be employees of the school and be DBS checked at the appropriate level.

It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care. In the event of an emergency, the incident should be reported as soon as it is possible to Mr Tee or Mrs Maltby, the Designated Senior Persons for Child Protection. In their absence, the incident should be reported to a member of the safeguarding team.

Wherever possible, staff should care for a child of the same gender. This is a safe working practice to protect children and to protect staff from allegations of abuse.

Sensitive information will be shared only with those who need to know.

If necessary, advice should be taken from the local authority regarding disposal of large amounts of waste products.

Procedures will be carried out in children's toilet cubicle or the disabled toilet.

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

Changing bed, 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, such as nappies, 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 by Sarah Morris, school sendco annually. At every review, the policy will be approved by the governing board