



# FREELAND CE PRIMARY SCHOOL INTIMATE CARE POLICY



A school living out the values of Honesty, Forgiveness, Compassion and Love.  
*From small beginnings, come great things.  
'Know your roots, Branch out, Fly High'*

*We are a community where every member, from the tiniest seed to the fullest tree, is nurtured and cared for.*

*Everyone can flourish and be ready to fly the nest and soar high.  
We come together to grow, learn, love and be loved.*

PARABLE OF THE MUSTARD SEED (Matthew 13: 31)

*"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches."*

*Our aim is for the children of Freeland CE School to leave their primary education having the integrity, values and inspiration to enter the next step of their journey with confidence and embrace and influence the world that they live i*

**This policy was agreed by the Governors on:**

Date:.....

To be reviewed: .....

Chair of Governors.....

Head Teacher: .....



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## INTIMATE CARE POLICY



### **Introduction**

Whilst at school a child may require a nappy change or a change of clothes. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child attending is wearing a nappy
- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example, painting or water play
- When a child requires support and assistance changing for physical activities.

These guidelines are designed to promote good practice and safeguard children and practitioners.

These apply to everyone involved with the intimate care of children within Freeland CE Primary School.

### **Aims:**

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

### **Definition of Intimate Care:**

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

### **Intimate care tasks specifically identified as relevant include:**

- dressing and undressing (underwear)
- changing nappies
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.
- application of medical treatment, other than to arms, face and legs below the knee

### **Definition of Personal Care:**

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'

### **Personal care tasks specifically identified as relevant include:**

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.



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Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

## **Toilet Training:**

At Freeland CE Primary School staff are aware that joining a new setting can be a challenging time for both children and their parents. As with all developmental milestones in the Early Years Foundation Stage (EYFS), we understand there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained (Staff will work with parents/children at the appropriate time so that there is consistency between home and school).
- fully toilet trained but has a serious disability or learning difficulty
- in need of additional support due to development delays.
- SEND and require help with some or all aspects of their personal care.

## **Requirements necessary whilst changing children;** The provision of:

- handwashing facilities
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- bin
- a supply of spare underwear, clothing and wipes
- parents will provide nappies/pads

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

## **Safeguarding:**

At Freeland CE Primary School we will;

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- be aware of any recording requirements of toileting of pupils.
- follow procedures and guidelines for intimate care
- carry out a risk assessment of the toileting process and areas used
- consider if a child soils themselves then what additional support may the child and staff need
- encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you



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pull down your trousers?”

- involve the child as far as possible in his or her own intimate care
- ensure staff are familiar with Freeland Primary’s safeguarding policy including the section on allegations against staff
- inform another member of staff, should a child need help, that they are going to do this
- ensure all staff are up to date with their safeguarding training.

Should staff observe any unusual markings, discolourations or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately.

### **Health and Safety:**

This should include:

- staff to wear disposable gloves whilst changing a child
- soiled clothing or underwear to be placed in a plastic bag and given to parents/carers at collection
- toilet areas to be left clean
- hot water and soap available to wash hands as soon as changing is done
- paper towels are available to dry hands.

### **Procedures:**

- For older children who have a medical condition, meaning they require changing or assistance with personal care, a Personalised Care Plan will be completed with parents and reviewed regularly.
- Staff will always have another member of staff in sight when offering personal care to children.
- In nursery, children wearing nappies will have a named box containing their nappies, cream and wipes which are provided by parents.
- In nursery the child’s key worker will whenever possible change their nappy.
- In nursery staff keep a record of when and why children have been changed and by which member of staff. A slip with this information is sent home to parents/carers after each change.
- Children will always be encouraged wherever possible to be independent with personal care.
- In nursery, children in nappies are checked regularly throughout the session by their key person (or another member of staff if the key person is absent) and changed as required.

### **Parental Engagement:**

The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child’s preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child’s level of ability, i.e. what procedures of intimate care the child is able to do themselves or Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan



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The parents/carers of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan; no intimate care will be carried out without prior parental consent. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent and will then be recorded in the written intimate care plan. Parents/carers will be asked to supply the following items for their child's individual storage box:

- Spare nappies
- Wipes, creams,
- nappy sacks, etc
- Spare clothes
- Spare underwear

### **Useful resources:**

Safeguarding and Child Protection  
Policy Prevent Policy  
Health and Safety Policy  
EYFS Policy



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### Permission form for intimate care

Dear Parent/ carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and, if necessary, cleaned as quickly as possible.

Our staff are experienced 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.

Freeland CE Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

*P. McCarthy*

Penny McCarthy

Headteacher

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Name of Child.

Class:

Please tick as appropriate

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Freeland CE Primary School

I do not give consent for my child to be changed and cleaned if they wet or 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 my 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.....