



Intimate Care Policy

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| This policy will be reviewed again: | Summer 2026 |
| This policy will be reviewed by: | School Community Committee |
| Statutory policy?: | No |
| Source: | Governing Body |



Policy for delivering Intimate Care

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as nappy changing or cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases 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.

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 wherever possible.

St Richard's 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. The 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.

Approach to best practice

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.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in lifting and moving if appropriate) 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.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Wherever possible staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

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.

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.

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.

Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys where no male staff are available.

Working with Parents

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 taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parents will not be asked to come into school to assist with changing or to take children home to change them. Parents will be asked to ensure that the school always has the required equipment available for their child's intimate care or toileting needs.

Parents who are potty training young children will be directed to support provided in the 'Let's Go Potty' website which can be found at

<https://www.eric.org.uk/Listing/?CategoryTitle=pottytrainingathome&SubsiteTitle=lets-go-potty>

Managing Episodes of Incontinence in School

Episodes of incontinence may occur for a variety of reasons. Where a child is known to have bladder and/or bowel difficulties parents should provide sufficient clothing and equipment to allow for regular changing. It is not acceptable for the school to ask that a child goes back into disposable incontinence products as a means of managing continence. Washable protective or padded pants may be considered instead as they are more likely to promote continence in the longer term. Where a child is incontinent frequently the school will work closely with parents and appropriate healthcare professionals to draw up a personal care plan. The school will consider time spent assisting a child to change as an opportunity to teach them to become more independent in their personal care. Social stories and visual schedules will be introduced to support children presenting with continence issues, where appropriate.

Health and Safety

The highest standards of hygiene will be maintained throughout the delivery of intimate care to prevent the risk of infection.

- Staff will wear gloves and aprons to protect themselves when providing intimate care.
- Materials used should be disposed of in appropriate waste bins.
- Changing beds should be appropriately cleaned after each use.
- Bodily fluids including blood, faeces and urine will be cleaned up immediately and disposed of by double bagging and placing in the appropriate bin.
- When dealing with bodily fluids staff must wear protective clothing and wash themselves thoroughly afterwards.

- Soiled pupils' clothing will be double bagged and to go home. Staff will not rinse or wash soiled clothing due to the risk of infection.

Nappy Changing Procedures

- Our key persons have a list of children in their care who are in nappies or 'pull-ups' and change nappies according to this schedule, or more frequently where necessary.
- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes. There are mobiles and other objects of interest to take the child's attention.
- Each child has their own nappies in their bags.
- Our staff put on gloves and aprons before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; I avoid pulling faces and making negative comments about 'nappy contents'.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- We dispose of nappies and pull ups hygienically. Underwear that has been wet or soiled are rinsed and bagged for parents to take home.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for children protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed.
(See Child Protection and Safeguarding Policy)

Health and Safety

Health and Safety advice for the school can be found in the Health and Safety Policy and guidance.