



St Leonard's Church of England
Primary School

Intimate Care Policy

Date:	September 2024
Policy reviewed by:	Julie Harris
Date of next review:	September 2025



Following in Jesus' Footsteps...

At St Leonard's Church of England Primary School, we understand our responsibility to safeguard and promote the welfare of all children in our care. We are committed to ensuring that all staff who carry out intimate care for our children, do so in a caring and professional manner and acknowledge that they are in a position of great trust.

We recognise that there is a need to treat all children whatever their age, gender, disability, religion or ethnicity, with respect. Children's welfare and dignity is of paramount importance and they will be provided with privacy and respect at all times, with sensitivity given to their individual needs. Staff will work with parents and carers to share information and ensure continuity of care.

This policy should be read in conjunction with:

- Staff Code of Conduct policy
- Child protection and Safeguarding policy
- Health and safety policy
- Policy for the administration of medicines
- Special Educational Needs and Disabilities (SEND) policy.
- Early Years Foundation Stage Policy

Definition

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 intimate parts of the body.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs.

This can include:

- Oral care / eating / drinking
- Dressing
- Washing of intimate body parts
- Toileting
- Nappy changing
- Supervision of children in intimate self-care
- Catheter, stoma care
- Applying/renewing dressings/creams to intimate parts of the body

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. changing of a catheter).



Principles of Intimate Care

The following are the fundamental principles upon which this policy is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Best practice for every child

At St Leonard's, where a child has a key person, whenever possible, intimate care will be carried out by the child's key person. For children in other classes or where a key person is not assigned, it will be carried out by a member of staff who is familiar to the child.

All staff who provide intimate care are trained in child protection and safeguarding matters and are aware of good practice regarding hygiene and infection control.

Pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

Staff will encourage each pupil to be as independent as possible, for some pupils this may mean they complete most of the procedure for themselves, for others they may be involved in part of the care.

Each child's right to privacy will be respected. A member of staff will inform another adult when they are going to assist a child with intimate care in order for them to be supported if necessary and to complete an intimate care record. (Annex A)

Practice in intimate care must be consistent. Effective communication is essential to promote independence, awareness of procedures and control for the child. All staff should be aware of their responsibilities regarding confidentiality. Sensitive information will be shared on a need to know basis.

All staff involved in the delivery of intimate care must be vigilant in their observations about physical changes in a pupil's presentation and report any concerns to the Headteacher or designated senior person / Designated Safeguarding Lead.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

Staff should maintain good levels of hygiene and always wear protective gloves and aprons during intimate care routines and disinfect changing mats/areas after use. Any school space in which children receive intimate care should be clean, dry, warm and private.

Pupils provide their own intimate care hygiene materials including wipes and nappies.



Adults who assist children one-to-one should be employees of the school and be DBS checked at the appropriate level.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Staff who have carried out intimate care, will fill in an intimate care record form, to ensure accurate records are available to be shared with parents/carers as requested. Annex A

Nappy Changing and Toilet Training

Due to the age of our children in Little Lennie's Nursery, nappy changing and toilet training have been included as separate sub headings within this policy.

Little Lennie's staff will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We can make necessary adjustments to our daily routines in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Nappy Changing

As with all Intimate Care practice, wherever possible the child's key person will carry out nappy changing.

Children are treated with respect and practitioners inform them of any physical contact before this happens. Children's individual preferences are taken into consideration, particularly with children who have additional needs, for example if a child prefers to be changed standing up. Close communication with parents/carers will also help staff to gain a better understanding of a child's preference.

When children need their nappies changing we provide this in a designated space next to our Little Lennie's Nursery setting. Staff must take care when moving and handling and use their professional judgement to protect themselves and others from potential injury. The child's nappies, wipes, paper towels and anything else required should be accessible and at hand prior to changing them. Parents/carers provide their own wipes and nappies for their children.

Each time a child is changed a new paper towel must be placed on the changing bed/mat, and then disposed of in the bin.

Under no circumstances must a child be left unattended on the changing mat. Staff should keep one hand on the child when changing to prevent him/her from wriggling off.

Only with prior authorisation from the Head Teacher, may creams e.g. Sudocrem be administered. Written consent from the parent/carers and a named tub/tube of cream must be provided, using the form required for administering medication.

The child's Key Person will ensure that nappies are changed in response to each child's needs and as a minimum requirement of every 4 hours.



Toilet Training

When a child is ready to use the toilet this will be discussed with the child's parents/carers. We will follow the readiness of the child and respect the requests of the parents/carers. We will follow the same guidelines as for nappy changing and wherever possible the child's Key Person will support them and will:

- Always ask the child's permission
- Remind the child to use the toilet
- Go with the child to the bathroom
- Wear a disposable apron and disposable gloves
- Encourage and support the child to wash their hands
- Wash their hands thoroughly

When children need additional care to clean themselves properly after toileting, this will take place in the Infant or Reception class toilets. (wherever the child is situated) During this time, other children needing to use the will be asked to either wait or use alternative toilets to protect the dignity of the child who requires intimate care.

Intimate Care situations for all children

When children need additional care to clean themselves, for example, having contracted a sickness and diarrhoea bug, this will take place in the school toilet areas or designated changing space. During this time, other children will vacate the area to protect the dignity of the child who requires intimate care.

Each child's right to privacy will be respected. A member of staff will inform another adult when they are going to assist a child with intimate care in order for them to be supported if necessary and to complete an intimate care record. (Annex A)

During the providing of intimate care, staff members will talk to the children about how they can help them and how the child would like to be helped, providing on-going reassurance at all times. Baby wipes may be used if the child has no skin allergies, in order to support hygiene and cleaning if required.

If a child has received intimate care, parents/carers will be informed when the child is collected from Nursery/School or immediately after the accident if they are too unwell to stay in the settings. It will then be explained to the parent/carer what happened and the care the child received.

Supporting Independence - children managing their own personal hygiene needs

Young children occasionally have toileting accidents which do not require staff to carry out intimate care. The child is able to change wet/soiled underwear/socks or other items of clothing independently..

In these instances children will be provided with clean clothing by a member of staff. It is often upsetting for children when these instances occur and we will provide reassurance to the child at all times. We recognise that the child has a right to the assistance they require that always respects their dignity and ensures they feel safe when being helped. Children in our care will be encouraged to work towards independence and helped to do as much as possible for themselves. If intimate care is required at any stage, this policy will be followed and an intimate care record completed. (Annex A)



Health and Safety

Procedures are in place for dealing with spillages of bodily fluids such as when a child accidentally wets or soils themselves, or is sick while at school. The same precautions apply for nappy changing.

This should include:

- Staff must take care when moving and handling and use their professional judgement to protect themselves and others from potential injury.
- Staff must wear fresh disposable aprons and gloves while changing a child, these must be disposed of at the end of each change
- Soiled nappies/pull ups disposed of appropriately – placed into a nappy sack, tied and placed in the nappy bin only
- Both staff and child to wash hands using hot water and soap as soon as changing is complete
- Both staff and child to dry hands using paper towels
- Changing area/ toilet to be left clean and tidy including the changing mat to be wiped down with antibacterial wipes and then dried with a paper towel at the end of each change.

Safeguarding and understanding children's vulnerability

All children have the right to be safe and to be treated with dignity and respect. At St Leonard's we recognise that children of a young age and children with disabilities can be especially vulnerable. Staff involved with children's intimate care need to be sensitive to the child's 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. Adhering to the settings policy and procedure should safeguard children and practitioners.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc they will immediately report concerns to the Headteacher or designated senior person / Designated Safeguarding Lead and school Child Protection and Safeguarding procedures will be followed.

Intimate Care for children with additional needs

For any child attending St Leonard's who has an additional need pertaining to this area, it may be that an additional care plan is in place. If such circumstances occur, this plan will be agreed by school staff, parents/carers and drawn up with reference to and advice from any outside agency expertise.

Intimate Care Records

When recording instances of Intimate Care, these are kept in Intimate Care Folders located in Little Lennie's Nursery and Reception class (Blackbirds) rooms. When completed, these forms should be kept in the Intimate Care File in the school office.



Annex A

Record of Intimate Care

(completed records should be placed in the Intimate Care file in the school office)

Child's Name	Date	Time	Reason for Intimate Care (including how we promoted the children's independence)	Staff member providing care	Signed	Witness