



**Striving together for excellence and enjoyment**

# **Intimate Care Policy**

Policy updated: February 2023  
Policy Review: September 2024  
Signed (Headteacher)  
Signed (Chair of Governors)

## **Legal Framework**

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021, the Disability Discrimination Act 2005 and the Equalities Act 2010.

## **Guiding Principles**

All children at Pirton have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Supporting Children with Medical Conditions policy.

This policy is issued to all parents when their child joins the school. It is reissued as and when needed eg. it may be issued again and discussed with a family if a toileting need arises as the child moves through the school.

Pirton School's foremost concern is to address the needs of all children to help them achieve their full potential, to be fully included in their school community and to experience success. We work in partnership with families and encourage and support the involvement and inclusion of individual children, and it is for this reason that we have an Intimate Care Policy. Pirton's Intimate Care Policy follows Hertfordshire County Council guidance.

## **What this looks like in our school**

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene. At Pirton 'intimate care' might involve helping a child to manage their personal hygiene, for example following a wetting or soiling accident. As children reach puberty it might be necessary to support girls with personal hygiene products. There might also be instances where children with specific medical needs require support with personal care.

## **Best Practice**

When a child has an accident or requires support with intimate care, they will be taken to a safe, discreet place where their dignity can be maintained. This will usually be the Disabled Toilet where sufficient space is provided to comfortably meet their needs. A member of the office staff will be informed that the toilet is being used by a child, the door will be left slightly ajar and office staff will ensure others are aware that the room is in use. When intimate care is given, the member of staff explains fully each task that is carried out to the child using appropriate language and the reason for it. Staff will encourage children to do as much for themselves as they can and lots of praise and encouragement will be given to the child for achieving new milestones. Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

Parents/Carers may be asked to supply any of the following as appropriate:-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear
- Sanitary products

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each child's situation to determine who and how many carers might need to be present when they need help with intimate care. Wherever possible, the child's wishes and feelings should be sought and taken into account.

### **Early Years**

During the early years of school it is not uncommon for children to be insecure with toileting or regress due to the changes in their routine or anxieties around using different facilities. In these instances if the child is wet they will be encouraged to use the classroom toilet as independently as possible to clean and dress themselves, in line with the EYFS requirements on self-care. This will be done with adult supervision but as little intervention as possible. If the child is soiled they will be taken to the disabled toilet where more space is available.

### **Partnership with Parents/Carers**

Where a care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). If a child without a care plan has repeated incontinence, staff will meet with parents to discuss this and put a plan in place to support the child.

Appendix A outlines the reporting system that will be kept in school and updated after any incidents of intimate care.

## **Additional Needs**

If there is delayed incontinence or any medical condition that affects continence the SENCo will work in partnership with parents/carers and any other professionals actively involved (eg. school nursing team/ physiotherapists) to plan care appropriate to the needs of the individual child and together we will produce an Individual Health Care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agreed terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- An acknowledgement and respect for any cultural or religious sensitivities related to aspects of intimate care
- That the plan will be regularly monitored and reviewed in accordance with the child's development (and at least annually).
- The provision for offsite educational visits/day trips away from school.

Particular staff members will be identified who will change a child with known needs.

## **Safeguarding**

The Governors and staff at Pirton School recognise that pupils with special needs are particularly vulnerable to all types of abuse.

The school's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice to protect all members of the school community.

All staff are trained on the signs and symptoms of child abuse which are in line with Hertfordshire Safeguarding Children's Board guidelines.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/ Headteacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

### **Safeguards for children**

There is an obligation on local authorities to ensure that all staff who have substantial, unsupervised access to children undergo police checks. All staff at Pirton School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. References are also required for all staff and unsuitable candidates are not permitted to work within the school. All those working with children are closely supervised throughout a probationary period and are only allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers to carry out intimate care procedures. Students on placement within the school would only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

### **Dealing with body fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging and disposing in a bin. When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves and aprons) and will wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse them. Children will be kept away from the affected area until the area is clean.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Appendix A – Intimate Care Record Sheet

**INTIMATE CARE RECORD SHEET FOR EYFS**

Child's name:		Date of birth:	Class:
Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
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Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
Time:			
Date:	Procedure:	Staff involved:	
Time:			

To be reviewed September 2024 or sooner following guidance changes.



Appendix B

**Permission form for the provision of care (To be filled out before starting Early Years)**

If a child wets or soils themselves, whilst they are in Reception, it is important that measures are taken to have them changed (including changing nappies) and cleaned as quickly as possible. Our EYFS 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.

On occasions when children may need further cleaning then we can provide in school eg. shower or bath, parents will be contacted to collect their child. Pirton Primary School has an intimate care policy which is available from the School Office.

Please fill out the permission slip below stating your preference. You can withdraw consent at any time, by informing the school office in writing.

Kind regards,

Mrs. Jenn Magdeburg      Mrs. Mandy Cruise  
Headteacher                  Early Years Lead

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**Authorisation/Non authorisation for the provision of intimate care**

Name of child .....

Please tick as appropriate and return to school:

I give consent for my child to be changed and cleaned by staff in the Early Years Team if they wet/soil themselves whilst in the care of Pirton School.

I do not give consent for my child to be changed and cleaned by staff in the Early Years Team if they wet/soil themselves whilst in the care of Pirton School. The school will contact me or my emergency contact and will arrange for me to come to school to collect my child and take them home to change them without delay.

Signed:

Relationship to child:

Date: