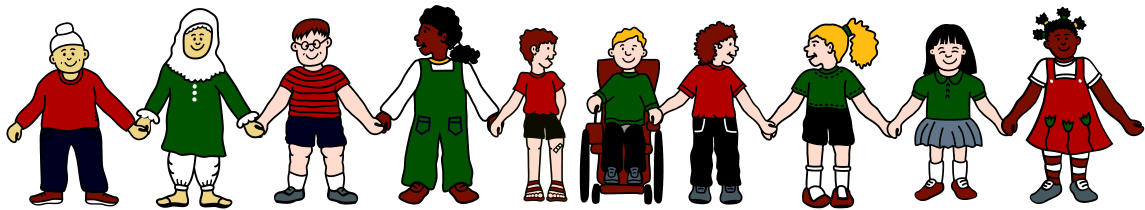


# THE GILES NURSERY AND INFANTS' SCHOOL



## Intimate Care Policy

Author: Rouane Mendel

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## **Intimate care policy**

### **1. Introduction**

The Giles Nursery and Infants' School is aware that all pupils need open access to clean, well-stocked, and safe toileting provision. Some pupils may require assistance from staff for personal care, including toileting, due to age, developmental level, disability, or medical needs. Our aim is to ensure all pupils are safe, secure, and protected from harm. Maintaining hygienic toilet facilities is in the best interests of the school community and a shared responsibility.

### **2. Aims**

This policy provides a framework for staff to ensure the safety and dignity of all pupils during toileting and intimate care. It outlines the support pupils and families can expect from the school regarding toileting and continence management. Intimate care includes toileting, washing, changing, touching, or performing invasive procedures on a child's intimate areas.

### **3. Principles**

The school is committed to:

- Treating pupils as individuals.
- Respecting pupils' safety, dignity, and privacy.
- Involving and consulting pupils regarding their personal care and the upkeep of toilet facilities.

### **4. Legal and Policy Framework**

This policy complies with statutory safeguarding guidance and is supported by related school policies, including:

- Accessibility Policy
- Safeguarding Policy
- Confidentiality Policy
- Managing Medical Needs in School Policy
- First Aid Policy
- Health and Safety Policy
- SEND Policy
- Child Protection Policy

### **5. Roles and Responsibilities**

#### **5.1. School Responsibilities**

- Provide clean, private, and safe toilet facilities.
- Promote continence and bladder/bowel health.
- Assign only staff named in individual care plans to provide intimate care.
- Record all intimate care provided, noting date, time, staff involved, and deviations from care plans.
- Communicate with pupils using their preferred method.
- Respect religious, cultural, gender, and physical needs.

- Promote self-esteem and independence.
- Maintain confidentiality.
- Follow safeguarding procedures if concerns arise.

## **5.2. Staff Responsibilities**

- Staff roles involving intimate care are defined in job descriptions.
- Only designated staff may perform intimate care.
- All staff involved must pass enhanced DBS checks.
- Training
- Staff will receive:
  - Training for specific care required.
  - Safeguarding and manual handling (if necessary).
  - Instruction on hygiene and health and safety procedures.

## **5.3. Governor Responsibilities**

- Ensure toilet facilities meet pupil needs.
- Ensure staff training is adequate.
- Review this policy at least every two years.

## **5.4. Parent/Carer Responsibilities**

- Provide up-to-date information on their child's care needs.
- Support independence at home.
- Collaborate on care plans.
- Supply necessary equipment.
- Maintain current emergency contact details.

## **5.5. Pupil Responsibilities**

- Respect the toileting space and others' privacy.
- Notify staff of any issues.
- Participate in their care.
- Report concerns to trusted adults.

## **6. Parental Consent and Care Planning**

### **6.1. 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 support outside of what is covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers.

Where there is not 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.

## **6.2. EYFS Pupils**

Parents/carers should give permission for intimate care as children enter EYFS. The permission slips are kept on record. All staff are informed of those children where no permission is given.

## **6.3. 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) 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 considered. If there is doubt whether the child can make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, 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 to see what this will cover.

## **7. Sharing Information**

The school will share information with parents/carers as need to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

## **8. Procedures for intimate care**

### **8.1. How procedures will happen**

All staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use. If a child soils him/herself during school time, one member of staff (teacher, nursery nurse/early years practitioner, teaching assistant, meals supervisor) will help the child to:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

## **8.2. 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 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 Designated Safeguarding Lead.

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.

## **8.3. Intimate care needs over and above accidents**

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Individual care plans will be drawn up for any pupil requiring regular intimate care. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.

The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.

## **9. Monitoring and Review**

This policy will be reviewed every two years by the SENCo and approved by the governing board at each review.

**Appendix 1: template intimate care plan**

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	