



Date Adopted: Summer 2024

Date to be reviewed: Summer 2026

Quadring Cowley and Brown's Primary School Intimate Care Policy

*At Quadring Cowley & Brown's Primary School we strive
'to nurture and inspire all children to be well-rounded, confident and
resilient individuals who love learning and are ready for life beyond
school.'*

Article 23: A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community. Governments must do all they can to provide support to disabled children.

Article 3: the best interests of the child must be the top priority in all actions regarding children.

Article 36: children must be protected from things that could harm them.

Quadring Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

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At Quadring Cowley and Brown's Primary School we believe in creating a whole school culture that is safe and inclusive. We aspire for all children to be given the opportunities and education that will enable them to thrive and be successful. Part of this provision may involve supporting children with specific medical and additional needs, and this may involve providing Intimate Care for a child.

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support and safeguard staff and ensure good practice is followed. At Quadring Cowley and Brown's Primary School all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or harm.

Aims of this policy

We aim to:

- Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and carers that staff are knowledgeable about personal care and that their child's individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our set.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Board recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

Our approach to Best Practice

- Individual intimate/medical care plans will be drawn up where required for particular children as appropriate to suit the circumstances of the child.
- We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.
- Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.
- Staff members who are known to the child will take on that responsibility for changing children. The staff member who is involved will always ask the child for permission to assist them. The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and ability. Careful consideration will be given to each child's situation to determine how many adults might need to be present when a child is toileted. Where possible one child will be catered for by one familiar adult unless there is a sound reason for having more adults present. It is the parent's responsibility to provide spare clothes, disposal bags, wipes, where required if the child is known to have a difficulty.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met.

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 2). All information concerning intimate care procedures is recorded and stored securely.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them or where they may become poorly throughout the day. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for him/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

The Protection of Children

Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their

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body belongs to them are less vulnerable to abuse.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will follow our safeguarding procedures.

If a child becomes distressed or unhappy about being cared for by a particular 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.

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

Health and Safety

Guidelines for Changing Children

- The child should be encouraged to be as independent as they can when cleaning and changing.
- The child's skin should be cleaned with disposable wipes only if the child cannot manage their own personal hygiene. Used wipes should be placed in a nappy sack and disposed of in the designated nappy bin. No wipes to be flushed down the toilet.
- Disposable gloves and aprons should be worn when supporting children with intimate care. Soiled or damp clothing should be double wrapped in nappy sacks or plastic carrier bags and sent home sensitively.
- Once the child has changed and left the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record where in place. Update parents at the end of the day or as soon as deemed necessary if child requires further hygiene support.

Off-site trips and visits

Where a child has a Personal Intimate Care/medical Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and reported. An individual Risk Assessment will be completed if required.

This intimate care policy should be read in conjunction with the following:

- Safeguarding and Child Protection Policy
- Health and safety policy and procedures
- Medical Needs Policy
- Special Educational Needs and Disabilities policy
- Procedures and policy on use of force and restraint
- Staff code of conduct or guidance on safe working practi

Appendix 1

Dear Parent,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely

Headteacher

Permission for school to provide intimate care

Child's Full Name	
Gender Identity	
Date of Birth	
Parent/Carer's Full Name	
Address	
Is there anything that we should know about with regards to providing intimate care for your child.	

I understand that:

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting where required
- School will endeavour to promote independence of my child, encouraging them to change garments, ensure good hygiene etc
- I will advise the Head Teacher/SENDCo or other appropriate member of staff of any medical complaint my child may have which affects issues of intimate care.

Signed: _____

Full Name: _____

Relationship to Child: _____

Date: _____

