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Intimate Care Policy

Reviewed on: 4.12.25

Next Review due: Autumn 2027

Signed by:  Chair of Governors

Signed by:  Headteacher

Rationale

It is our intention to develop independence in each child, however there will be occasions when help is required. Our Intimate Care Policy has been developed to safeguard children and staff. It should be read alongside other associated policies including the school's safeguarding policy. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care is defined as any care that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- Toileting
- Feeding
- Oral care
- Washing
- Changing clothes
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Parent/Carer responsibilities

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. Any children who require intimate care due to medical conditions or a disability will require a personal care plan (See Appendix 1). Where children have a medical condition or require regular changing, they will need this to be written into their personal/medical care plan and this should include input from parents and, when appropriate and possible, by the child. Intimate care arrangements for any pupil who requires this support on a regular basis will be reviewed at least every six months.

Where children are not yet toilet trained, parents must supply the school with sufficient spare nappies, wipes and nappy sacks. Spare clothing should also be available in a bag on the child's peg. Communication between school and the parents is essential when toilet training begins, as it will need to be consistent to ensure success. Parents/Carers will be asked to agree to this policy and sign Appendix 2.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has the right to

- be safe;
- personal privacy;
- be valued as an individual;
- be treated with dignity and respect; staff should be respectful of a child's needs and the situation that has presented itself and reassure the child
- be involved and consulted in their own intimate care to the best of their abilities;
- express their views on their own intimate care and to have such views taken into account; and
- have levels of intimate care that are appropriate and consistent.

School responsibilities

All members of staff employed by Ranelagh are checked to ensure they are safe to do so. Students and volunteers are not permitted to carry out intimate care. As a school, we ask all parents to give us permission to change/help their child should the need arise (See Appendix 3).

Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Ranelagh Primary School having

reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require assistance for their personal and intimate care needs.

In order to help children become aware of their bodily needs and respond to them in time, children who wish to go to the toilet are always allowed to go. Children in the EYFS have access to the toilet whenever they need to go and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are encouraged to wash their hands after the toilet. As children progress through the school, they are encouraged to use the toilet during break times.

There is **no** legal requirement for two members of staff to be present to change a child, but for safeguarding reasons, staff who help with intimate care should make sure another member of staff is aware they are going to change a child and is in the vicinity and visible or audible.

Should a child refuse staff assistance, or if the child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home if the child is overly distressed or unwell.

If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Child Protection and Safeguarding policy. This would be recorded as per the school's safeguarding procedures.

The Procedure for Personal Care

Children in EYFS should be changed/assisted in the Early Years cubicle no.1 as this has all the necessary resources and there are always other adults on hand.

Children based upstairs would be changed/assisted in either the KS2 resource area or Key Stage toilets with an adult blocking entry to other children/staff to protect the child's dignity and/or place a 'Do Not Enter' sign (visually illustrated) on the door.

Children based downstairs can be changed in the individual toilet cubicle opposite The Nest again using a sign to ensure privacy and protect dignity.

- 1) Staff to reassure the child and ensure they are happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step. This can be used as an opportunity to chat/count/sing with the child.
- 2) Staff to put on a disposable plastic apron to protect their clothing from contamination.
- 3) Disposable gloves to be worn. Please note, the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine.
- 4) Ensure all resources wipes, bags and spare clothes are to hand.
- 5) If at all possible, children should be changed standing up. This makes it easier for the child to be involved in the process and start to make steps to becoming independent.
- 6) Staff to encourage the child to undress independently where possible. Visual & verbal prompts can be used to support the process.
- 7) Staff to remove the soiled nappy/pants, **double bag** in a nappy sack and dispose into the nappy bin or if pants, after child is changed place in their bag/on peg in a named carrier bag.

8) Children's skin to be cleaned with disposable wipes (by the child whenever possible) also then dispose of into a nappy bag into the bin.

9) If the child's care plan requires nappy cream, follow the procedure as stated in the child's own plan. No products can be shared between children or applied without parental consent.

10) Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a named plastic bag and given to the parent/carer when the child is picked up at the end of the session. Staff will not attempt to rinse/wash clothes.

Ask the child to wash their hands.

11) The floor area may then need to be wiped/mopped using anti-bacterial spray or, if heavily soiled with urine/faeces, a bucket of Screen disinfectant prepared to clean the floor. Please bag up any cloths and discard afterwards.

12) Staff to remove and bag up gloves and apron and dispose. Staff to wash hands with soap and dry them.

13) Staff to fill in the Intimate care log (See Appendix 4) in Early Years cubicle 1/in KS1 resource area/in downstairs shower/toilet area **or** follow the guidance in the child's individual plan.

N.B. Be aware of cross-contamination e.g. when you/the child are touching surfaces, wipe those too afterwards and also gloves may need changing once the soiled clothes are removed.

Showers

There is a shower available downstairs in the toilet cubicle opposite The Nest. On occasions, children may need to be showered. This should be done with two adults.

Agreed Cleaning Procedures

- Please see Appendix 5 for a flowchart to determine what the cleaning procedure should be regarding body fluids.
- Please see Appendix 6 for guidance on hand hygiene.

Appendix 1



Ranelagh Primary School - Intimate Care Plan

Name of child:	
Name of person (s) to change the child:	
Name of person (s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/outings:	
When will the plan be reviewed:	
Review comments:	
SENCo/Inclusion Leader approval:	Date:

Appendix 2



Ranelagh Primary School Intimate Care Plan Arrangements

The parent/carer:

- I agree to ensure that the child is changed at the latest possible time before being brought to the nursery/school
- I will provide the nursery/school with spare nappies, wipes, nappy sacks and spare clothes (Several sets if toilet training)
- I understand and agree the procedures that will be followed when my child is changed at nursery/school
- I agree to inform the nursery/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the nursery/school will not undertake to change the child more frequently than if s/he were at home
- I agree to review arrangements should this be necessary

Signed:(parent/carer) of

.....(child's name)

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times a child is changed in order to identify progress made
- We agree to report should the child become distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary

Signed:(School member of staff)

Name & Role:(School member of staff)

Date:

Appendix 3

Ranelagh Primary School



Should it be necessary, I give permission for
to receive intimate care (e.g. help with changing or following toileting.)

I understand staff will encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed:parent/carer

Adult with parental responsibility for:

Date:



Appendix 4

Intimate Care Log

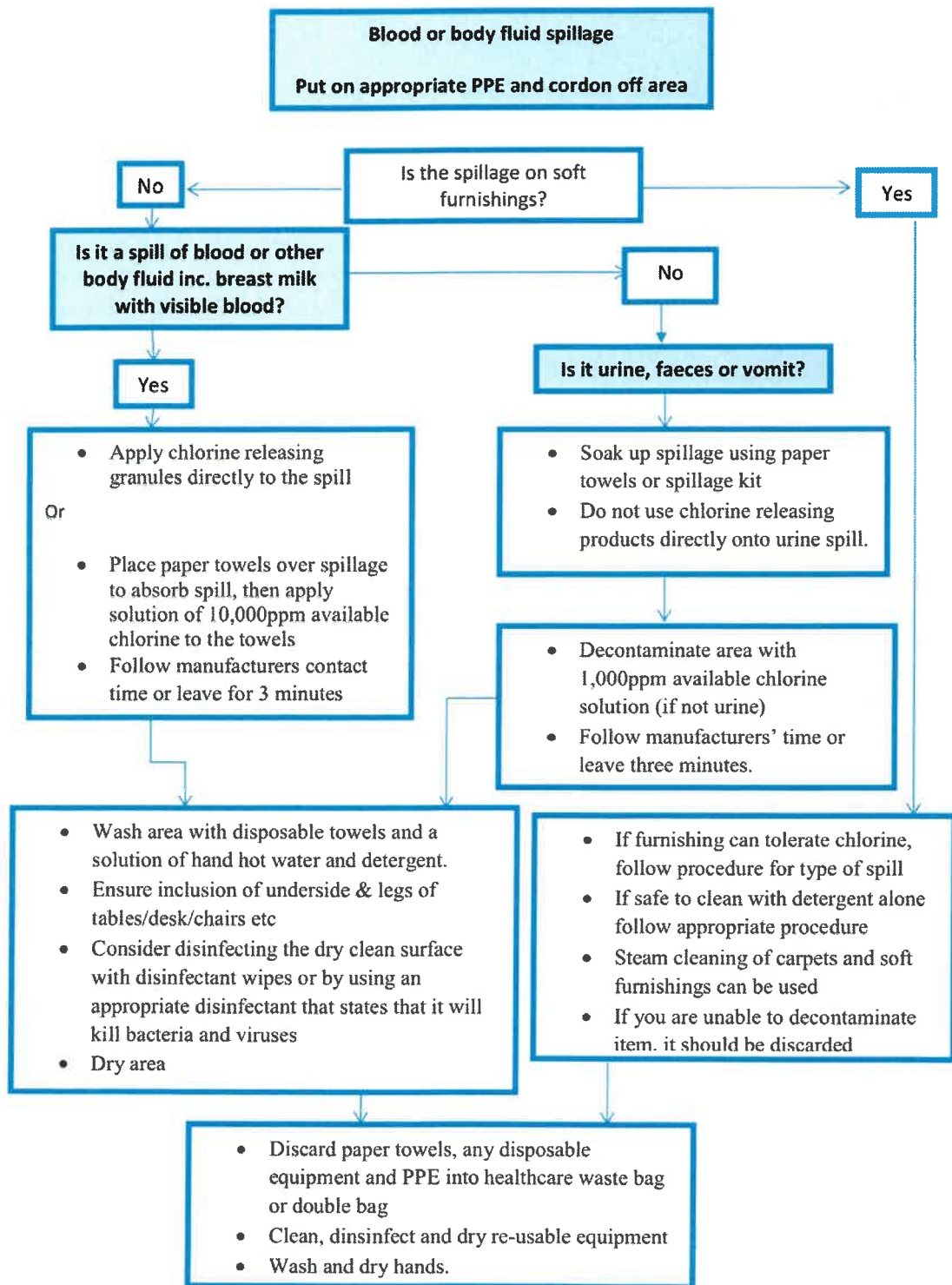
(Printed on Yellow for Nursery, Blue for Reception, Green for KS1 and Orange for KS2)

Date	Child's Name	Indicate whether wet/soiled nappy OR wet/soiled pants OR other reason please detail	Detail if the child's clothing was changed and if clothes were lent. Please tick when clothes are returned to school. Add staff initials.

Appendix 5

Flowchart for Cleaning Body Fluids

The Spotty Book: Notes on infectious diseases in schools



Appendix 6

Guidance for hand hygiene

The Spotty Book: Notes on infectious diseases in schools

Hand hygiene



Washing hands properly is one of the most important things individuals can do to help prevent and control the spread of many illnesses. Good hand hygiene will reduce the risk of illnesses like flu, stomach upsets and other infections being passed from person to person. Alcohol hand gel can be used if appropriate but should **not** replace washing hands if hands are visibly soiled or when there are gastroenteritis (diarrhoea and vomiting) cases in the school. Alcohol hand gel is not effective against norovirus.

Toilet facilities must have:

- Wall mounted soap dispensers*
- Water that is hot (preferably a mixer tap which can take the water to a safe temperature)
- Paper towels
- Foot action pedal bins

*Bars of soap and fabric hand towels are not acceptable.

- Wet your hands with clean, running water then apply liquid soap.
- Lather hands by rubbing them together. Be sure to lather the back of hands, between fingers and under nails.
- Rub hands for at least 20 seconds
- Rinse hands well under clean, running water
- Dry hands using a clean paper towel or air dry.

Hand washing with warm water and liquid soap is recommended as follows:

- After using (or helping someone to use) the toilet
- After changing a nappy
- Before, during and after preparing food
- Before eating food
- After blowing your nose, coughing or sneezing (or helping someone to blow or wipe their nose)
- Before and after treating a cut or wound
- Immediately after hands have been contaminated with respiratory secretions, blood, faeces, urine or other body fluid
- After handling animals, pet food/treats or cleaning cages
- Whenever hands are visibly soiled

More information can be found in the handwashing section of chapter three of the **Health protection in schools and childcare facilities** guidance.