

Intimate Care Policy

Codnor Primary School 2025-20264



Approved by: The full governing body

Date:

Review Date:

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Introduction

At Codnor Primary School we are committed to promoting the welfare of children and young people. All staff have a duty of care to provide an environment where children feel safe and secure, and all staff always consider the best interests of the child. Meeting the needs of individual children may include the need for intimate care. Staff work in partnership with parents/ carers to provide a continuity of care and have a high awareness of child protection and safeguarding policies.

Definition

Intimate care is any care which involves washing, touching, or changing children. In most cases such care will involve cleaning/ changing for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Intimate care tasks include:

- Dressing and undressing children (including underwear)
- Assisting a child to change his/ her own clothes
- Assisting children to use the toilet
- Supervising a child involved in intimate self-care
- Changing nappies/ pull ups when necessary

Intimate care is a sensitive issue and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice, and control.

Legislation

This policy has been developed in conjunction with the following government guidance:

- Working together to Safeguard Children (2023)
- Keeping children safe in Education (KCSIE) (2026)
- The Equality act (2010)

Aims of the Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity, and respect for the child and the maintenance of highest health and safety standards possible.

The aim of this policy is to:

- Provide clear guidance and support to all staff.
- Ensure that all staff provide a consistent approach to intimate care.
- To inform parents/ carers of specific guidelines and procedures regarding their child's care needs.
- To reassure parents that their child is cared for and safe in school.

Responsibilities

All staff have a responsibility to promote the welfare of all children. Staff understand that they have a duty of care to ensure the safety and wellbeing of children and ensure that they are familiar with

government guidance regarding safeguarding. Codnor Primary is committed to ensuring that any staff responsible for intimate care respect children's needs and undertake intimate care duties in a professional manner. All staff have a responsibility to respect children's individual needs and ensure that every child has a right to privacy and dignity.

Staff will encourage children to carry out as much intimate care for themselves as possible and support children with this. This includes encouraging children to use the toilet and dress themselves and giving children support where necessary. Intimate care plans will be created for children who have specific intimate care needs (See Intimate Care Plans below).

The protection of children

Safeguarding

All staff must have an awareness of safeguarding and safeguarding issues that can put children at risk of harm. All staff will receive relevant ongoing Safeguarding and Child Protection training. Safeguarding procedures are supported by rigorous selection and recruitment procedures, including DBS checks. No staff member will be permitted to work alone with a child or young person until they have undergone a DBS check. Identified staff should also receive training for very specific intimate care procedures where relevant and must have read the school's Safeguarding policy and relevant Government Safeguarding documentation. All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Children's safety is paramount. If a staff member notices any of the following indicators of harm these must be reported to one of the Designated Safeguarding Leads (DSL):

- unexplained marks
- the child or young person seems sore or unusually tender in their genital area
- they are sexually aroused by the staff member's actions
- they misunderstand or misinterpret something
- they have a very emotional reaction without apparent cause (sudden crying or shouting)
- the staff member suspects FGM has taken place or there are any other safeguarding concerns.

In line with the school's Safeguarding and Child Protection Policy, these concerns should be reported without delay. Concerns must also be reported on My Concern by the person noticing them as soon as possible. The report must include a description of any marks, including the location, size, and colour. If staff are concerned about a child's comments/ actions whilst carrying out intimate care procedures this should be recorded, and the Designated Safeguarding Lead (DSL) will be informed through the online system 'My Concern'.

At Codnor Primary School we understand that individual children often have needs and we ensure that we identify and consider these needs efficiently and effectively. We understand that all children have a right to safety and privacy when receiving intimate care. When creating intimate care plans, additional vulnerabilities will be considered.

The Equality Act 2010

The Equality Act protects children from discrimination based on gender, race, and disability. All staff are responsible for promoting equality and avoiding discrimination against any children regardless of age, religion, or special educational need.

Procedures

Toileting

Most children are ready to master potty independence and lead in many parts of the process from around 18 months. Most children will be capable of doing most things including wiping by themselves when they start school. Research shows it is better for your child's bladder and bowel health to stop using nappies between 18 and 30 months.

We expect children to be toilet trained by the time they enter Nursery, unless there is evidence from a medical professional or specialist confirming a medical need or special educational need that affects their ability to do so. If so, the child will need an Intimate Care Plan.

Staff will provide information on how to support children with toilet training in the months before they start Nursery and Reception. Staff will also ask parents/ carers to attend a school readiness meeting in Summer term to discuss school readiness and using the toilet.

We understand that children may have occasional accidents, and there is a possibility that staff may need to contact parents and ask to collect a child from school if the changing becomes too intimate, at staffs' discretion. If children are regularly having accidents and are not yet toilet trained, we will meet with parents to discuss why and support you with training the child at home. We will also discuss why this has not yet happened for the child and request parents/ carers contact the GP or Health Visitor to get appropriate support.

Staff will support children with toileting needs where necessary and encourage children to carry out as much self-care as possible independently. Staff may need to support children to undress/ dress while using the toilet where necessary. Children in pull ups or nappies will be changed in the Nursery toilet. Parents are encouraged to bring spare clothes in for children in their bag. If a child is wet staff will encourage the child to change themselves and support where necessary. If a child soils themselves staff may support a child in changing as much as is possible and it may be necessary to call parents.

If a child has specific toileting needs discussions with parents/ carers will be required and an intimate care plan may be put into place.

Children wearing nappies

Some children may have a specific self-care need that may include them needing to wear nappies/ pull ups in school. At Codnor Primary, children with specific self-care needs are encouraged to wear pants from when they start at Codnor Primary School. If a child is in pull ups then staff will meet with parents to discuss a plan going forward and pinpoint parents to the appropriate support.

The parent should provide nappies, disposal bags, wipes and any other necessary self-care items if necessary and this will be discussed with parents/ carers. The school is responsible for providing gloves, a bin, and liners to dispose of any waste.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must only use physical contact where necessary. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

When staff are engaging in necessary physical contact with children it must be for the least amount of time necessary and appropriate for their age and individual needs. It must only be carried out in response to children's needs at the time and must be in the best interest of the child. Nursery has a changing mat to help with changing when appropriate and access to a disabled toilet which can be used dependent on the child's needs.

Intimate Care Plans

There may be occasions where a child or young person needs intimate care on a one-off basis or infrequently. An intimate care plan is not required on these occasions to provide the care required. If a child has specific toileting and self-care needs, it may be necessary for an Intimate Care Plan to be put into place (See Appendix 1). The plan will be created alongside parents/ carers, relevant health professionals and relevant agencies where necessary. The plan will be created based on children's individual needs and parents will have opportunity to discuss this with staff. The plan can be adapted as necessary throughout the year. Changes will be discussed and reported to parents/ carers.

If an Intimate Care plan is necessary, the plan will include:

- Clear information regarding the assistance to be provided.
- An outline of where intimate care will take place.
- The named person(s) with responsibility to assist the child.
- Arrangements in the absence of the named assistants.
- Arrangements for out of school events/ activities.
- Arrangements for review and monitoring of the care plan.
- State what the child can do independently eg. pulling down trousers.

Records should also reflect arrangements for ongoing and emergency communication between home and school. It is also important that the procedure for dealing with concerns arising from personal care processes is clearly stated and understood by parents/carers and all those involved.

Children with Special Educational Needs or Disabilities

A pupil has Special Education Needs or Disability (SEND) if they have a learning difficulty or disability which calls for special educational provision to be made for them.

At Codnor Primary School, designated staff are involved in providing intimate/personal care to children and young people with special educational needs arising from learning difficulties, sensory impairments, medical needs and physical impairments. This places those staff in a position of great trust and responsibility. They are required to attend to the safety and comfort of the children/young people and to ensure that they are treated with dignity and respect. All staff understand that the needs of the children must be respected and carry out intimate care duties with professionalism. Special Educational needs must be considered when creating care plans for individual children. Staff will also support children with additional needs with toilet training where necessary and create a plan with parents on how best to support this.

Religious and cultural values must always be considered when planning for managing intimate/personal care needs for children and young people. Staff engage in intimate care regardless of children's individual needs, disability, and age.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be investigated, parents will be consulted and outcomes recorded.

Involvement of Parents/ Carers

At Codnor Primary School we recognise the importance of working alongside Parents/ Carers and this is particularly necessary for children with specific care needs or disabilities. Parents/ carers will work alongside staff to ensure that children's needs are identified, and appropriate plans are put into place. Intimate care plans will be created alongside parents/ carers. Although staff are responsible for the self-care of their child in school, parents should be closely involved in the preparation of intimate care plans and other plans that may need to be implemented.

Appendix 1- Intimate Care Plan

Codnor Primary School Intimate Care Plan	
Date of Plan: Review Date:	
Name of Child:	INSERT PHOTO HERE
Date of Birth:	
Class/ Teacher Name:	
Special Educational Need:	
Medical Information: Communication skills:	
Details of Plan	
<u>Members of Staff who will carry out Procedures</u> <u>Where will the Procedures take place?</u>	
<u>Name:</u>	
<u>Signature:</u>	
<u>Name:</u>	
<u>Signature:</u>	
Care required/ Procedures	
<u>Arrangements in the absence of named members of staff:</u> <u>Arrangements for out of school events/ trips:</u>	

<u>Actions</u>	
<u>Parents will provide:</u>	<u>School will provide:</u>
<u>Actions to be taken if any concerns arise:</u>	
<u>Management of Intimate care needs</u>	
Management and review of the personal care needs plan with staff, parents/carers and pupil, if appropriate, is the responsibility of the SENCO. Day to day responsibility for the implementation of this personal needs care plan remains the responsibility of the staff named above.	
<u>Additional Information</u>	
I have read and agree to the Intimate Care Plan as provided by Codnor Primary School. I give permission for the named member(s) of staff to attend to the care needs of my child and are in agreement with the procedures proposed.	
Parent/ Carer:	
Signature	
Parent/ Carer	
Signature:	
Class Teacher:	
Signature:	
SENCO:	
Signature:	

