Intimate Care Policy

Approved: June 2026
To be reviewed: June 2027

Introduction

This Policy and Guidelines have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children in our school.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children;
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one;
- To safeguard adults required to operate in sensitive situations;
- To raise awareness and provide a clear procedure for intimate care;
- To inform parents/carers in how intimate care is administered;
- To ensure parents/carers are consulted in the intimate care of their children.

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have the responsibility to advise staff of any intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding;
- Oral care;
- Washing;
- Dressing/undressing - Supporting a pupil with dressing/undressing;
- Toileting - Assisting a pupil who has soiled him/herself, has vomited or feels unwell;
- Menstrual care - Providing advice to enable a pupil to attend to their own needs;
- Supervision of a child involved in intimate self-care.

Providing comfort or support for a distressed pupil and assisting a pupil requiring medical care, who is not able to carry this out unaided are also considered as intimate care.

Principles of Intimate Care

The following are the fundamental principles upon which the policy is based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;

- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to have levels of intimate care that are as consistent as possible.

Responsibilities of Staff involved with intimate care

- At Raddlebarn Primary School all staff are DBS checked on application. Therefore, all individuals who provide intimate care will have been vetted correctly;

- The DSL for child protection must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines. Staff should also be aware that this policy and guidelines have been developed in conjunction with associated Policy and Procedures.
- All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work;

- Intimate care arrangements must be agreed by the school, parents/guardian and child (if appropriate) through the distribution of the school policy and by the parents signing a support profile.

- If a staff member has concerns about an intimate care practice they must report this to their DSL.
  (Inclusion Lead)

Intimate Care Arrangements

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in the Early Years Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff particularly in EYFS. Where children require physical support, staff need to be aware that physical contact

must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen, and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical Procedures and Medication

It is preferable that medication is administrated at home before or after school. If it is necessary for a child to receive medicine during the school day parents/guardians must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. Parents and carers should be made aware that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name;
- Prescribed dose;
- Expiry date;
- Written instructions provided by parents or doctor;

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Particular attention should be paid to the safe storage, handling and disposal of medicines. Medicines should be kept in a place not accessible to pupils. Arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available to them.

Medical Conditions

If a child has a medical condition which is likely to lead to soiling and subsequent staff intervention, specific medical advice may be sought from outside agencies and the parents will be asked to sign a permission form so that staff can clean and change their child if necessary. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents or emergency contact are able to come promptly, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. If parents/guardians cannot be contacted - staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

In some cases, parents may be contacted and asked to come in and change their child with correct equipment if their child has soiled.

Soiling

Staff from Raddlebarn Primary School and Nursery will work together in partnership with parents to support each child towards independent use of the toilet.

If tending to a child who has soiled themselves during the school day staff will respond sensitively and professionally. If 'accidents' occur the child will change themselves into dry clothing, and wet items will be sent home for washing. The child's independence will be encouraged as far as possible in his/her intimate care and reassurance given. Parent will be informed (by a note home, verbally at home collection time or phone call) and requested to return the borrowed items of clothing when laundered.

If there is an occurrence of heavier soiling or vomiting, this may require staff to provide care at a more personal level. Staff will follow set procedures for this intimate care:

- If possible, the child will be removed to a less public place to maintain dignity and avoid a feeling of humiliation;
- If appropriate, the child will be encouraged, through guidance and assistance, to clean themselves to make them more comfortable.
- Parents should be contacted as soon as possible;
- Staff will provide further intimate care in the following situations
    1. If parents/guardians cannot be contacted **- staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.**
    2. If the parents/guardians are unable to come to school.
    3. If the child is very distressed or suffering unduly.
    4. Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any circumstances given guidance or assistance.
    5. If staff are providing intimate care two members of staff will be in the vicinity at all times e.g. the second staff member could be in the adjacent room with the adjoining door open.
    6. If incidents of soiling is a regular occurrence then a pupil care plan will need to be put in place after consultation between the school, the pupils' parent's/guardians and if appropriate, other outside agencies.

7. ***Please note: The well being and dignity of the child will remain paramount at all times during any incident requiring intimate care***.

Toilet Training

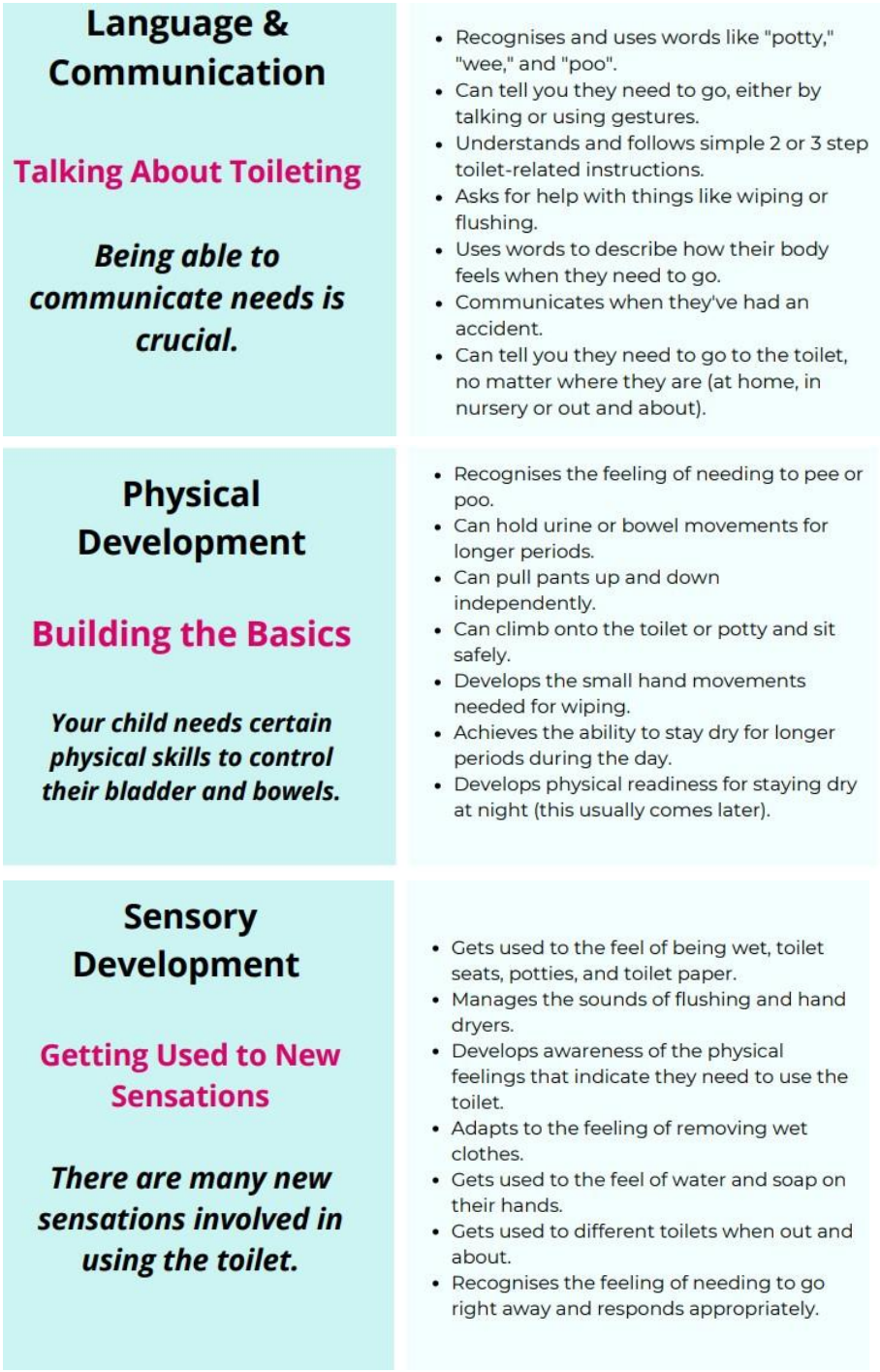
At Raddlebarn Primary & Nursery School intimate care and toilet training, for a child who is not toilet trained due to developmental delay, for example, is supported through the EYFS 'Areas of Learning'.

Staff reference the Development Matters Bands and encourage parents to follow the same procedures at home.

Remembering:

- *It's normal for children to have accidents.*
- *Be patient and encouraging.*
- *Create a consistent routine to help your child learn.*
- *Use wording that is a positive reinforcement and praise for all efforts.*
- *Make the toilet environment comfortable and inviting.*
- *Some children with additional needs may take a little longer to toilet train.*
- *We recommend if you have any concerns, please speak to your health visitor, GP, or early years practitioner*

Areas of Learning	Developmental Milestone
Personal, Social and Emotional Development **Growing Confidence** ***Toilet training is also about building confidence and independence.***	• Shows interest in using the potty or toilet and wants to try. • Builds confidence and pride in the successful use of the potty/toilet. • Deals with accidents without getting too upset. • Moves from needing help to being more independent in their toilet routine. • Understands that toileting is a private activity. • Deals with any frustrations or challenges related to toilet training. • Demonstrates good 'toilet manners' in social situations (waiting their turn, respecting privacy).



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Hygiene

All staff must be familiar with normal precautions for avoiding infection. They must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to be aware of the potential danger of allegations being made against them and take precautions to avoid this risk.

These should include:

- If staff are providing intimate care two members of staff will be in the vicinity at all times e.g. the second staff member could be in the adjacent room with the adjoining door open.
- Gaining a verbal agreement from another member of staff that the action being taken is necessary.
- Allow the child, wherever possible, to give verbal consent to the person assisting them.
- Allow the child a choice in the sequence of care.
- Be aware of and responsive to the child's reactions

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Adhering to these guidelines of good practice should safeguard children and staff.

- Involve the child in their intimate care - Try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent talk to them about what is going to be done and give them choice where possible.

- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

- Make sure practice in intimate care is consistent.

- Be aware of your own limitations. Only carry out care activities that you understand and feel competent and confident to carry them out. If in doubt, ask.

- Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse.

- If you have any concerns, you must report them.
- It is important to follow the school's reporting and recording procedures.
- Parents/guardians must be informed about their concerns.

Useful Links:

Toilet training methods - https://www.bigtoiletproject.org/about/toilet-trainingmethods

ERIC - https://eric.org.uk/resources-for-early-years-settings/

Dept of Education - https://ihv.org.uk/wp-content/uploads/2015/10/PT-Toilettraining-FINAL-VERSION-17.04.23.pdf