



Scholes (Holmfirth) Junior and Infant School

Intimate Care Policy

Approved by:	Date Approved:	Due for review no later than:
Headteacher	October 2022	October 2023

Objective of Policy

The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children. These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay.
- When a child has been vomited on or is wet or soiled themselves.
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play.
- When a child requires support and assistance changing for physical activities.
- This includes application of prescription medicine in the form of cream/ointment.
- When a child has wet or soiled themselves and refuses to get changed.
- These guidelines are designed to promote good practice and safeguard children and practitioners.
- These apply to everyone involved with the intimate care of children within school.

1.0 Aims

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff regarding intimate care.
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

2.0 Definition of Intimate Care

“Intimate care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves, but some are unable to manage without help.”

3.0 Intimate care tasks

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (including underwear).
- Helping someone use a toilet that may involve having to touch intimate parts of the body.
- Cleaning / wiping / washing intimate parts of the body.
- Application of medical treatment, other than to arms, face and legs below the knee.

4.0 Definition of Personal Care

“Personal care is a broad term used to refer to supporting with personal hygiene and toileting, along with dressing and maintaining personal appearance. Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.”

5.0 Personal care tasks

Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.
- Verbally support a child to administer self-care when toileting.

Children’s intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life and we expect that parents would work with the school and be included and supportive of this approach. All children have the right to be safe and to be treated with dignity and respect.

Staff involved with intimate care of pupils need to be sensitive to individual needs.

6.0 Toilet Training

Staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all

developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

Fully toilet trained.
Fully toilet trained but regressed a little due to the excitement or stress of starting at the setting.
Fully toilet trained at home but have accidents in the setting, or vice versa.
Nearly trained but needing some reminders and encouragement.
Not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
Fully toilet trained but has a serious disability or learning difficulty.
In need of additional support due to development delays/SEND.

7.0 Requirements necessary whilst changing children

The provision of;

- Cleaning wipes
- toilet paper
- paper towels
- disposable gloves and apron with the option to wear a face covering
- Bags for disposal of nappies/pull-ups and/or storage of soiled clothing
- cleaning equipment
- bin
- a supply of spare underwear and clothing

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

8.0 Safeguarding

Our schools will;

- Ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- Be aware of any recording requirements of toileting of pupils.
- Follow procedures and guidelines for intimate care.
- Carry out a risk assessment of the toileting process and areas used.
- Consider if a child soils themselves then what additional support the child and staff may need.
- Encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Involve the child as far as possible in his or her own intimate care.
- Record this in individual contact books informing parents

- Ensure staff are familiar with the School's safeguarding policy including the section on allegations against staff.
- Ensure another member of staff has been informed should non-physical support be required (e.g. standing at the toilet door to verbally support self-care).
- Ensure another member of staff is present during any intimate care.
- Ensure all staff are up to date with their safeguarding training.

Should staff observe any unusual markings, discolourations or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the HT.

9.0 Health and Safety

This should include:

- Staff to wear disposable gloves/apron and face covering as appropriate whilst changing a child.
- Soiled clothing or underwear to be disposed of appropriately.
- Toilet areas to be left clean.
- Hot water and soap available to wash hands as soon as changing is done.
- Paper towels are available to dry hands.



Permission form for intimate care

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay. In the case of a child refusing to be cleaned and changed by a member of staff, you will be asked to attend school and carry out this task yourself.

Scholes J & I School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Andrew Hancox

Head Teacher

Intimate Care Policy

Name of Child.....

Class.....

Please tick as appropriate

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Scholes J & I School.

I agree to work with the school by using joint strategies to encourage my child to participate in their own intimate or personal care.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Print name.....

Date.....

PLEASE COMPLETE AND RETURN TO THE SCHOOL.