



Intimate Care Policy

**WILLOW GROVE PRIMARY SCHOOL
INTIMATE CARE POLICY**

ADOPTION AND AMENDMENTS TO INTIMATE CARE POLICY

Section	Governors Meeting or Committee
Whole document	KET Steering Group – 25 th April 2024
Whole document	LGB/Steering group – 2 nd December 2024
Whole document	LGB 6 th October 2025
Next review: 2026/2027	

WILLOW GROVE PRIMARY SCHOOL

INTIMATE CARE POLICY

Introduction

Intimate care is any activity which is required to meet the personal care needs of each individual child, such as washing, dressing, cleaning up after any soiling, etc. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs and highly aware of the need to safeguard children at all times. The child's dignity will always be preserved with a high level of privacy, choice and control. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Aims and Objectives

Willow Grove Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. If a child appears to be in distress, parents/ carers may be called to complete the intimate care.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The parents/carers of the child will be involved in the planning process. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for their selves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children (in partnership with their parents/carers) as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

The Protection of Children

Safeguarding policy and procedures will be strictly adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc) they will immediately report concerns as per school safeguarding procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter

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will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, allegations will be investigated in accordance with the guidelines set out in the *Disciplinary Procedure for School Staff other than Headteacher policy*.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan, which must be signed by a parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset. It will be made clear within the plan that nappies and wipes will be provided to school by the parent/carers. If the child is capable and at a developmental stage where they are ready to be toilet trained, it is expected that parents / carers make all reasonable attempts to do so.

Health & Safety Guidance

Staff should always wear gloves when dealing with a child who is soiled or when changing a nappy. Aprons should always be available to staff should they wish to use one. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the sanitary waste collection. It is not classed as clinical waste.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

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 be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any

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deviation from the agreed plan must be documented and reported. Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse.

Linked documents

This policy is operated in conjunction with current school risk assessments.