



## Intimate Care Policy

Approved By:	Governing Body
Date:	November 2024
Review Date:	November 2026
Signed:	

### 1.0 INTRODUCTION

At Victoria Road Primary School, we are committed to safeguarding the rights and promoting the welfare of all children in our care. This Intimate Care Policy is designed to ensure that children who require assistance with personal care receive care in a manner that is respectful, dignified, and safe. Our aim is to support the well-being and independence of the child, while protecting both the child and staff members involved. The policy should be read in conjunction with the Child Protection Policy and safeguarding procedures.

### 2.0 DEFINITION

Intimate care refers to any personal care activity required to meet the individual needs of children. This includes:

- Feeding
- Washing
- Dressing/undressing
- Toileting
- Menstrual care
- Applying medical treatments
- Supervision of intimate self-care

This policy applies to all staff members and adults working within school who may be involved in the intimate care of children. It also includes guidelines for the involvement of parents and external professionals where appropriate.

Parents are responsible for advising staff of their child's specific needs, while staff are responsible for working in partnership with children and parents to ensure those needs are met.

### 3.0 PRINCIPLES OF INTIMATE CARE

The following principles underpin this policy:

- Every child has the right to be safe and protected.
- Every child should be valued as an individual, respected, and treated with dignity.
- Children should be involved and consulted, to the best of their abilities, regarding their intimate care.
- Every child should have the opportunity to express their views on their care.
- Intimate care must be consistent and meet the individual needs of each child.



## 4.0 RESPONSIBILITIES

- All staff working with children must be appropriately vetted through pre-employment checks, including DBS clearance.
- Only DBS staff should undertake intimate care duties.
- Staff should be familiar with this policy if they are expected to provide intimate care.
- Any intimate care provided, particularly if it involves toileting accidents, nappy changes, or medical interventions, must be recorded in a log and shared with the parent at the end of the day (where possible).
- When intimate care is required regularly (not just in the case of an accident, but daily and ongoing) intimate care arrangements must be agreed upon by parents, the school, and, where appropriate, the child. Written consent must be obtained as part of the health care plan.
- In the event that staff are unable to clean a child effectively within the setting, the child's parent will be called to take the individual home for to clean them.
- Any concerns about intimate care practices must be reported to the Designated Safeguarding Lead (DSL).
- Staff must wear disposable gloves and follow hygiene protocols when assisting with intimate care. Staff should use the yellow disposal bin located in the accessible toilet.

## 5.0 GUIDELINES FOR GOOD PRACTICE

### 5.1 Involving the Child

- Staff should encourage the child's independence as much as possible during intimate care activities, providing verbal prompts or guidance if needed.
- Children should be provided with choices and involved in decisions about their care whenever possible.
- Staff should communicate with the child throughout the process, explaining what is being done and obtaining their input where appropriate.

### 5.2 Dignity and Respect

- Each child must be treated with respect.
- Where intimate care is conducted by one member of staff, another adult should be nearby (when possible), particularly if required for the child's safety or comfort.
- Use simple language, maintain eye contact at the child's level, and provide reassurance throughout the care process.
- A child's self-esteem and body image should be nurtured through care practices. Staff should adopt a positive attitude during care, helping children feel comfortable with their bodies.
- Care routines should be approached with sensitivity, fostering a relaxed and trusting environment for the child.



## 5.3 Consistency of Care

- Consistency of care should be ensured through effective communication between parents, staff, and relevant professionals. This ensures that children experience a reliable and familiar approach to their intimate care.

## 5.4 Staff Competence and Limitations

- Staff should only carry out tasks once familiar with this policy and feel confident in handling. If there are doubts or uncertainties about a particular procedure, staff should seek guidance.
- Certain procedures may require specific training and should only be performed by staff who are formally trained and authorised.

## 5.5 Reporting Concerns

- Any concerns regarding a child's intimate care—such as unusual markings, reactions during care, or emotional responses—must be reported immediately to the designated teacher or DSL.
- Any accidents, misunderstandings, or misinterpretations during intimate care must also be reported to ensure safeguarding.

## 6.0 GUIDELINES FOR SPECIFIC INTIMATE CARE NEEDS

### a) Toileting Assistance:

- Children who need assistance with toileting will be encouraged to do as much for themselves as possible.
- If a child has a toileting accident, staff will provide clean clothes and support as required. Parents will be informed of any such accidents.

### b) Changing Clothes:

- If a child needs to be changed due to a toileting accident, soiling, or other reasons, the child will be taken to a safe area where staff can assist them.

### c) Medical Care:

- Any medical care required (e.g. applying creams or changing dressings) will be carried out following the guidelines provided by the child's healthcare professional and with written parental consent via the health care plan.

### d) Managing Children with Special Educational Needs or Disabilities (SEND):

- Children with SEND may require a higher level of intimate care or specific adjustments. An health care plan will be developed in consultation with the child, their parents, and relevant professionals (e.g. occupational therapists, SEND coordinators).
- Staff will receive appropriate training (when required) to meet the individual needs of children with SEND.



## **7.0 RECORD KEEPING AND REVIEW**

- Intimate care procedures should be monitored closely by staff and communicated regularly with parents and other professionals.
- Reviews of health care plans should be conducted annually involving the child (if appropriate), parents, staff, and when required, other professionals.
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- Any incidents, concerns, or significant changes in the child's care needs must be reported to the Designated Safeguarding Lead (DSL).

## **8.0 CONFIDENTIALITY**

- All information about a child's intimate care needs will be treated confidentially and shared only with those directly involved in the child's care or welfare.
- Staff will not engage in conversations about the child's intimate care outside of necessary communication with colleagues or parents.

## **9.0 COMPLAINTS**

If parents or staff have concerns or complaints regarding the intimate care provided to a child, they should follow the school's complaints procedure, ensuring that the Designated Safeguarding Lead is informed.