

WOLSEY HOUSE PRIMARY SCHOOL

Intimate Care Policy



Rationale

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed.

At Wolsey House Primary School we are 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 believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

PURPOSES

- ❖ To safeguard the rights and promote the welfare of children and young people.
- ❖ To provide guidance and reassurance to staff whose duties may include intimate care.
- ❖ To assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- ❖ To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

What is Intimate Care?

Intimate care is any personal care that most people usually carry out for themselves but some children may be unable to do so because of their age, an impairment or a disability. Children might require help with eating, drinking, washing, dressing, toileting and helping to deal with menstruation.

Guidelines For Implementation

- Prior permission must be obtained from parents before intimate care procedures are undertaken – unless the child has an accident (**see Appendix 1**). This may include Health Care plans and any other plans which identify the support of intimate care where appropriate.
- The most appropriate environment (this is usually the medical room in both the Key Stage One and the main buildings, the changing room in the Nursery or the disabled toilet in

Reception) should be selected to ensure privacy and dignity at all times. Care should always be undertaken with tact, sensitivity and in an unhurried manner. Whenever possible, gloves should be worn.

- Wherever possible, children should be encouraged to perform their own intimate care and given the necessary support and encouragement to enable them to do this. This should take place in the medical rooms. If washing is required, always use a sponge or flannel (which should be checked regularly, washed & changed), the shower and, where possible, encourage the child to attempt to wash private parts themselves. Emphasis should be on staff providing the minimum level of assistance and intervention, compatible with the particular circumstances and the child's needs. **There must always be two members of staff as a minimum.**

Dealing with toilet accidents

Accidents and unexpected soiling will sometimes occur. On these occasions there may not be a personalised care plan in place. Children, parents and staff all have responsibilities linked to this issue:

- Children must make their need for the toilet clear and go quickly before an accident arises. They must tell their parents before school if they are unwell or teacher/adult if they become unwell in school.
- Parents must keep children who are unwell away from school to reduce the chance of stomach bugs from spreading. They must also come to the school as quickly as possible to care for their child who has become unwell.
- Staff should encourage children to go to the toilet during playtimes & lunchtimes, so establishing good habits. Staff will be sympathetic to any child who does have an accident and parents will be informed.

Our approach to Best Practice

- Individual healthcare plans will be drawn up by the school, for particular children as appropriate to suit the circumstances of the child.
- The child who requires intimate care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the children in our care with their personal and intimate needs. Where these procedures may require specialist training we will seek out training for the staff who will be involved in a child's care, ensuring that the child's key-person and at least one other member of staff accesses the training.
- Where possible a familiar adult is responsible for undertaking the care of an individual child. When this is not possible a staff member who is known to the child will take on that responsibility. The staff member who is involved will always ask the child for permission to assist them.
- The child 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 him/herself as he/she can.
- Children will be cared for with dignity and respect for their privacy.
- **Two adults will be present at all times; one to undertake the intimate care and one to ensure the safeguarding of both child and adult.**

Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed or tied. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a daily basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

The Protection of Children

Child Protection procedures will be adhered to.

- All children will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- If a child makes an allegation against a member of staff, all necessary procedures will be followed. (see Child Protection Procedures)

Allegations of abuse


Personnel working in intimate situations with children can feel particularly vulnerable. This School policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

School Recording and Informing Parents

When any 'intimate care' is carried out, it will be recorded (**see Appendix 2**) and parents will be informed.

Date: **Autumn 2025**

Signed:


_____ (Head teacher)


_____ (Chair of Governors)

To be reviewed: **Autumn 2026**

(Letter to parent(s) outlining policy/procedures and their consent to carry out 'intimate care')

WOLSEY HOUSE PRIMARY SCHOOL



Dear Parents,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines in our policy on the school's website and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'S. Howell'.

Headteacher

I have read a copy of the School's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of child: _____

Date: _____

