



A Community, Learning and Growing

Intimate Care Policy

Created by A Gooderson - Taken from HFL
Guidance

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Approved by the Governing Body:

Date: 25/11/25

Chair of Governors:

Date: 25/11/25

Headteacher:

Date: 25/11/25

Our school's Christian Vision is;

A Community, Learning and Growing

- Our school's strong community includes our pupils, staff, parents, governors and others.
- All members of this community are growing, learning and flourishing alongside one another.
- To do this, we need strong roots to support our growth as individuals.
- Our Christian Vision is based on Psalm 1 which compares people to trees, growing and flourishing.
- We also learn about a range of Christian Values to help us understand the life and teachings of Jesus.
- Our school logo reflects this vision, and also our rural location.

Therefore, this policy aims to support the flourishing of all members of the school community, so that they can learn and grow alongside one another.

Intimate Care Policy

The pastoral care of our children is central to the aims, ethos and teaching curriculum in Weston Primary & Nursery School and we are committed to developing positive and caring attitudes in all our children. This policy is in line with HFL guidance. It is our intention to develop independence in each child, however there will be occasions when help may be required. The principles and procedures apply to everyone involved in the intimate care of children within Weston Primary & Nursery school.

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school this may occur on a regular basis or during a one-off incident.

Weston Primary & Nursery 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 our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Where Weston Primary & Nursery School stands in relation to The Equalities Act 2010 on incontinence and nappies:-

"Any admissions policy that sets a blanket standard of continence, or any other aspect of development, for all children is discriminatory and therefore unlawful under the Act." *

(*Information taken from the Council for Disabled Children/Leicester City LEA document which is promoted by the National Sure Start Unit.)

Intimate care is any care which involves one of the following:

1. **Assisting a child to change his/her clothes**
2. **Changing or washing a child who has soiled him / herself**
3. **Assisting with toileting issues**
4. **Supervising a child involved in intimate self-care**
5. **Providing first aid assistance**
6. **Providing comfort to an upset or distressed child**
7. **Feeding a child**

8. Providing oral care to a child

9. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. **

(** In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam/insulin.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child and complete the relevant medical care plan proforma. Appendix 1)

School Responsibilities:

Specific pastoral staff/teaching staff will change the child, as Weston Primary & Nursery school promotes inclusion (The Equalities Act 2010).

All members of staff working with children are vetted by the Education Authority. This includes students on work placement and volunteers who may be left alone with children. Vetting includes criminal record checks and two references.

Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of Weston Primary & Nursery School will be involved in the intimate care of children.

Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child. Consent forms are signed by the parent and stored in the child's file. **Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school.** Parents would then be contacted immediately.

The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Teacher for Child Protection.

Where anticipated, the child's parents will provide nappies/gloves/wipes/sacks.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which this policy guidelines are based:

- Every child has a 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;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his/her clothes

This is more common in our Foundation Stage; however, on occasions an individual child may require some assistance with changing if, for example, he/she has an accident at the toilet, gets wet outside, or has vomit on his/her clothes etc.

Staff will **always encourage** children to attempt undressing and dressing unaided. However, **if assistance is required this will be given.**

Staff will always ensure that they have a colleague nearby in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

"Asking parents/carers to come and change a child is likely to be a direct contravention of the Equalities Act, and leaving a child in a soiled nappy for any length of time pending the return of the parent/carer is a form of abuse." *

Changing a child who has soiled him/herself

If a child soils him/herself in school Weston staff will support the child to change him/herself. **In rare circumstances, where a child refuses to allow Weston Primary & Nursery School staff to change them, we will have an agreement with the parents/carers where they, or a family friend, may be called in to change the child.**

Also if staff are concerned in any way, parents will be sent for and asked to assist their child and informed if the child becomes distressed.

The child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.

- Weston Primary & Nursery School have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in each class room. Spare underwear is stored in the hall cupboard).
- The member of Staff who has assisted a pupil with intimate care will complete a register: **Child Protection/Safeguarding Guidelines - Appendix 2**

CARE - CONCERN - COMMUNICATE.

Pastoral Care Procedures

- Ensure the child is happy with who is changing him/her.
- Be responsive to any distress shown.

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.
- Soiled nappies are double bagged and placed in the general waste bin by the oil tank and are not returned home.

Providing comfort or support to a child:

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

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. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Teacher for Child Protection.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Administration of Medications proformas/Careplans outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school. These are obtained from Weston Primary & Nursery school office.

A small number of children will have significant medical needs will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

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.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both children and staff.

1. **Involve the child in the intimate care.** Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.** Care should not be carried out by a member of staff working alone with a child however, think of the child's dignity, he/she does not need more than one person looking at him/her so one member of staff should wait outside the changing area to allow privacy but hear the communication. All staff are CRB checked and there is no regulation suggesting that more than one practitioner is required to change a child. In exceptional circumstances, where there is a known risk of false allegations, it may be good practice to have another member of staff to act as witness. It is, of course, always good practice to tell someone that you are about to change a child.
3. **Make sure practice in intimate care is consistent.** As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. **Be aware of your own limitations.** Only carry out activities you **Understand and feel competent with.** If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

- 5. Promote positive self-esteem and body image.** Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
- 6. If you have any concerns you must report them.** If you observe any unusual markings, discolouration or swelling complete a record of concern and hand immediately to the Designated Safeguarding Lead.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- Report any concerns to the Designated Teacher for Child Protection and make a written record;
- Parents must be informed about any concerns.

Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- Make eye contact at the child's level;

- Use simple language and repeat if necessary;
- Wait for response;
- Continue to explain to the child what is happening even if there is no response; and
- Treat the child as an individual with dignity and respect

Disposal of the nappies

Nappies and wipes from healthy children can be double bagged or put into nappy sacks and placed into the general waste bin by the main school oil tank. Soiled nappies are not to be sent home! If you have concerns about a child's health or about the number of nappies dealt with please contact your local Environmental Health Office for advice.

Appendix 1



Parental permission for Intimate Care should it be necessary

I give permission for _____ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed: _____

Adult with parental responsibility for: _____

Appendix 2



Record of Intimate Care

Name of Child	Date	Time	Comments	Staff Involved	Signature

