



Hillcross Primary School

Intimate Care Policy

Mission, Vision and Culture

Think, Nurture, Thrive and Be Proud!

Our bespoke, ambitious and child-led curriculum combined with our outstanding practice creates opportunities for all children to achieve success and meet their full potential, both personally and academically. As a nationally recognised Thinking School and a Rights Respecting Gold School, we nurture an empathetic community of creative, respectful, curious and independent thinkers and provide opportunities for our children to develop their unique talents and skills. We pride ourselves in our dedication to fostering positive wellbeing, celebrating diversity and promoting a culture of environmental awareness and responsibility.

Through our school culture of Collaboration, Consistency, Challenge and Celebration, and by promoting the values of Aspiration, Courage, Honesty, Respect and Responsibility, we empower a resilient school community of compassionate, responsible global citizens, committed to making the world a better place.

Introduction

'Intimate care' is any care which involves washing, touching or carrying out an invasive procedure that most children are able to carry out themselves. We recognise that, depending on a child's age and stage of development, some children may need support from an adult to dress themselves, wipe their bottom after using the toilet or to clean and change their underwear following an accident. Whilst we encourage parents and carers to ensure children develop independent self-help skills in these areas prior to starting school, we will help children in these circumstances. We believe that every child has the right to privacy, dignity and a professional approach from all staff when meeting their needs and we work closely in partnership with parents to give the right support to each individual child.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. Staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and 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 and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. 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.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point



Hillcross Primary School

where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

For children who have additional needs or medical conditions and may require additional support or more adult led care, we will ensure an Individualised Intimate Care plan is written as part of their Health Care plan and shared with all involved in his care.

Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Our approach to Best Practice

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

We will work with parents of a child who requires intimate care to establish a preferred procedure for supporting the child.

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.

Staff members who are known to the child will take on that responsibility for changing children. 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 and independence that is possible given their age and ability. 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.



Hillcross Primary School

Early Years Specific Children

All staff, within both our Early years setting and in our Wrap around Care (Breakfast, After School and Holiday Club) setting, share responsibility for changing children.

All staff are aware of the children who wear nappies, 'Pull ups' and those children who are new to toilet training and may have more regular accidents.

Young children should wear 'pull-ups' or other types of training pants as soon as they are comfortable with this and this will be actively encouraged by staff and in discussion with the child's parents.

We encourage children to take an interest in using the toilet We encourage children to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap. Children access the toilet when they have the need to and are encouraged to be independent.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is gained from parents as is prior permission (see Appendix 1). We acknowledge that cultural influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents/Carers may be asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc.
- Spare Clothes
- Spare underwear

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 to build their confidence and assertiveness about their own body and its worth. Confident and assertive children who feel their body belongs to them are less vulnerable to abuse.

Staff are trained on the signs and symptom of child abuse in line with Merton Safeguarding Children's Board guidelines and are aware of 'Keeping Children Safe in Education'. They will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL will seek advice from other agencies.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures)



Hillcross Primary School

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. ‘

Health and Safety Guidelines for Changing Children

- If possible children should be changed standing up or using the variable height changing table, to avoid staff lifting children.
- The child’s skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child’s name and used only if prescribed for that child (by their parents) inline with our Administering Medication in School Policy.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover fecal material and double wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag and sent home with the child the same day.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting Children with Medical Needs and Administering Medicine in school Policy
- Complaints Policy

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. We are committed to treating all members of the school community fairly and challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any member of the school community and it helps to promote equality and accessibility at our school. The curriculum is planned to be inclusive and meet the needs and interests of a full range of learners. Activities and resources will be differentiated and adult support used to ensure that children access the curriculum and make the best possible progress.



Hillcross Primary School

Safeguarding Commitment

The school is committed to safeguarding and promoting the welfare of children, in line with Keeping Children Safe in Education 2019, and expects all staff and volunteers to share this commitment. We take seriously our duty of care to our pupils and staff which includes safeguarding them from the risk of being drawn into terrorism - this includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. We work closely with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Radicalisation is recognised as a specific safeguarding issue and is addressed in line with the Government Prevent Strategy and The Counter-Terrorism and Security Act 2015.

Privacy Policy

Hillcross School is committed to ensuring protection of all personal information that we hold. We recognise our obligations under the GDPR and Data Protection act 2018. Our practice is documented in our Data Protection Policy.

Written & Approved: October 2023,

Reviewed: March 2025, Sept 2025, March 2026

Date of next review: March 2027



Hillcross Primary School

Appendix 1: Individual Intimate Care Plan and Parental Consent.

CHILD'S DETAILS AND CARE NEEDED	
Name of child:	Year Group/Team:
Type of intimate care needed:	Will additional staff training be needed: If Yes what training and by who:

DETAILS OF INTIMATE CARE REQUIRED
How often will care be given:
Where care will take place:
Parent/carers will supply the following: <ul style="list-style-type: none"> Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) inline with our <u>Administering Medication in School Policy</u>.
<i>Procedures will differ if taking place on a trip or outing- These will be discussed and agreed before each trip with the child's parents and included on our Risk Assessment.</i>

Parent / Carers Consent	Please tick as appropriate
I can confirm I have read the 'Intimate Care Policy.'	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) as detailed in above plan.	
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	

Signature of parent or carer:	Date:
Name of parent or carer:	Relationship to child: