



## **Intimate Care Policy**

**Supporting children who wear nappies, pull-ups or who soil due to immaturity, illness or special need in the Early Years Foundation Stage**

### **Introduction**

St Paul's Peel C.E. 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 and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

### **Definition**

Intimate care is any care which involves washing or touching intimate personal areas.

### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

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 they are able.

Individual intimate care plans will be drawn up for children 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 will need to be present when the child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

### **The Protection of Children**

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

This Intimate Care Policy was evolved by consideration between staff and governors and was reviewed on 10<sup>th</sup> June 2024.

Next review on 09<sup>th</sup> June 2025.



## Health and Safety

- staff to wear fresh aprons and disposable gloves while changing a child
- soiled nappies to be securely wrapped and disposed of appropriately (currently to medical waste bin).
- changing area/ toilet to be left clean.
- staff and child to wash and dry hands
- hot water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.
- Risk assessment to be completed for children who are likely to need regular support (Appendix 4)

## Resources

- hot water and soap
- paper towels
- aprons and gloves
- nappy bags
- cleaning equipment
- bin
- a supply of spare nappies and wipes (provided by the child's parent/ carer)
- spare clothes

Staff should advise Early Years Foundation Stage Leader if resources are running low so they can be ordered in good time.

## Child Protection

The normal process of assisting with personal care, such as changing a nappy should not raise child protection concerns.

Section 18 in the Government guidance 'Safe Practice in Education' states that:

'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.' It is recommended that the adult who is going to change the child informs the teacher that they are going to do this. There is no written legal requirement that two adults must be present; staff will need to make their own judgement based on their knowledge of the child/ family and in conjunction with the Early Years Foundation Stage Leader about this.



## Partnership Working

Issues around toileting will be discussed at a meeting with the parents/carers prior to admissions into the school. This meeting will also provide an opportunity to involve other agencies as appropriate, such as a Health Visitor. Parents/carers will be advised of how school will support their child and all appropriate documents will be shared and signed as and when appropriate. This might include

Appendix 1: Permission for school to provide intimate care.

Appendix 2: Personal care plan for child in nappies or pull-ups

Appendix 3: working towards independence record

To ensure that all children are included and have equality of opportunity at St Paul's Peel C.E. Primary School we will agree with parents and carers

- to change the child should they soil themselves or become wet
- how often the child should be routinely changed if the child is in school for the full day and who would be changing them
- a minimum number of changes
- to report to the Head Teacher or SENDCO should the child be distressed or if marks/rashes are seen
- to review arrangements, in discussion with parents/ carers, should this be necessary
- to encourage the child's participation in toileting procedures wherever possible

The process for the management of a child's personal care needs may need to be further clarified through a 'Personal Care Plan'. Where appropriate, parents/carers and school will agree a toilet training programme and other agencies, such as the Health Visitor service, Social Services or the School Nurse may be invited to advise and support parents/carers and school in devising an appropriate programme, with the permission of parents/carers.

In the very small number of cases where parents/carers do not co-operate or where there are concerns that

- the child is regularly coming to school/nursery in very wet or very soiled nappies and
- there is evidence of excessive soreness that is not being treated
- the parents are not seeking or following advice

there will be discussions with the school's child protection co-ordinator about the appropriate action to take to safeguard the welfare of the child.



St Paul's Peel C.E. Primary School  
APPENDIX 1 Intimate Care Policy  
**Permission for school to provide intimate care**

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

I understand that;

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_

Copy provided for parent/carer and for school?

Staff signature \_\_\_\_\_

Staff name (print) \_\_\_\_\_



St Paul's Peel C.E. Primary School

Appendix 2 Intimate Care Policy

**Personal Care Plan for children wearing nappies/ pull-ups in school**

Child's Name and class	DOB:
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Completed by: \_\_\_\_\_ (member of staff)

Date of Plan: \_\_\_\_\_ Date to review Plan: \_\_\_\_\_

Who will change the child?

How will be the child be changed?

- standing up in a toilet cubicle

Who will provide the resources?

- wipes,
- nappies
- pull ups
- nappy sacks
- spare clothes

Parents/carers  
(print name)

How will the changing occasions be recorded and if/ how this will be communicated to child's parent/ carer

*Records are kept in Nursery/Reception Classroom that detail incident, time of incident, brief outline of staff response, staff signature This will not be communicated to parent or carer unless staff have a particular concern about the incident.*

How will wet/ soiled clothes be dealt with?

*Clothes will be double bagged and handed to parents /carers at the end of the school day.*

<p>What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed</p> <ul style="list-style-type: none"> <li>• To report to the Head Teacher or SENDCO should the child be distressed or if marks/ rashes are seen</li> <li>• Note marks or rashes in child's pastoral record.</li> <li>• Advise parents or carers at the end of the day or sooner if particular concern.</li> </ul>
<p>Agree a minimum number of changes</p>
<p>How will the child be encouraged to participate in the procedure?</p>
<p>Any other comments/ important information: e.g. medical information</p>

*This plan has been discussed with me and I agree to*

- *change my child at immediately before he/ she comes to school*
- *advise school of any marks or rashes*
- *provide the resources indicated above*
- *encourage my child's participation in toileting procedures at home as appropriate and where possible.*

Signed: \_\_\_\_\_

Parent/ Carer's Full Name: \_\_\_\_\_

Copy provided for parent/carer and for school?

Staff signature \_\_\_\_\_



St Paul's Peel C.E. Primary School  
Appendix 3 Intimate Care Policy  
**Working towards Independence Record**

Child's Name \_\_\_\_\_

DOB \_\_\_\_\_

Name(s) of Support Staff Involved \_\_\_\_\_

Date of Record \_\_\_\_\_

Review Date \_\_\_\_\_

I can already

Aim:

I will try to

Signed \_\_\_\_\_ Parents/ Carers

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Second Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)



St Paul's Peel C.E. Primary School  
Appendix 4 Intimate Care Policy  
**Nappy changing, soiling and toilet support Risk Assessment**

Child's Name and class:

Date of Risk Assessment:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations?		
6. Have there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
Are there any environmental risks? Heat/ Cold/other		

If ' Yes' to any of the above complete a detailed personal care plan.(Appendix 2 Intimate Care Policy).

Date:

Name:

Signed: