

GHYLLGROVE PRIMARY SCHOOL



Intimate Care Policy

Reviewed by the Governors: Autumn 2025

Date to be reviewed: Autumn 2026



Ghyllgrove Primary School Intimate Care Policy

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.*
- (b) As to the terms on which it offers to admit the person as a pupil.*
- (c) By not admitting the person as a pupil.*

Health & Safety

- The employers have a duty to ensure as far as reasonably practicable, the health, safety and welfare of all employees at work.
- The employers have a duty to carry out risk assessments, where the risks at work are significant to employees or others.
- The employee has a duty while at work to take responsible care of the health and safety of themselves or other people who may be affected by their acts.

Guidelines and procedures for staff

- School 'Intimate' Care Plan. Intimate care can include feeding oral care, washing and support with dressing.
- The Intimate Care Plan must be used to identify the needs of each individual child that has continence problems, along with actions to be taken. This should be agreed between the school and the parent/carer.
- Any changes to the Plan should be notified to all parties signing the Plan. Parents will be informed of any intimate care procedures.
- All staff dealing with the intimate care of the child must follow the infection control guidelines for hygiene and the handbook of safety information.
- There must be two adults present when intimate care is being provided.
- Only named staff, or those authorised by the Head teacher, may undertake intimate care.
- The class teacher must be informed each time a child is taken to the toilet or taken to another area of the school for intimate care.
- Any authorised adults who provide intimate care, must be fully conversant with this policy and the procedures.
- Staff must at all times, follow the procedure set out in the Intimate Care Plan.
- All staff must comply with the School Safeguarding Policy.
- All soiled nappies, wipes etc. must be disposed of in a sealed 'nappy sack' and return to parents.

- All staff handling waste must wear disposable gloves./or appropriate PPE
- Should the child become unduly distressed then the Headteacher (or SENCO) and the class teacher must be informed immediately. The parents/carer should be informed when they collect their child.
- Should any marks or injuries be noticed on the child then the Headteacher (or SENCO in her absence) must be informed immediately, in line with Child Protection & Safeguarding policy and procedures. No other person should be notified nor the matter be discussed.
- Should a member of staff have any concern about the intimate care provided or the contact made with the child by a colleague, then they must inform the Headteacher (or SENCO in her absence) immediately in line with Child Protection & Safeguarding policy and procedures. No other person should be notified nor the matter discussed.

When completing the Plan the following partnership working principles should be taken into account:

The Parent will:

- Change the child at the latest possible time before bringing the child to school.
- Provide the school with nappies, wipes, creams, spare clothes, feeding equipment and any other preferred resources.
- Send any resources into school, clearly marked with the child's name.
- Understand and agree the procedures that will be used when the child is changed in school.
- Inform the school at the beginning of the day, if the child has any marks or rashes.
- Accept a 'minimum change' policy ie. The school would not undertake to change the child more frequently than if the child were at home.
- Notify the school if the child's needs change at any particular time, which needs to be reflected in the Health Care Plan.
- Work in partnership with the school when 'toilet training'.

The school will:

- Change the child at the earliest opportunity should the child soil themselves or become uncomfortably wet.
- Comply with the 'minimum change' policy or more frequently as required.
- Notify parents at the end of the day if the child has been changed.
- Note on the Record any marks or rashes seen (having full regard to the school's Child Protection & Safeguarding policies and procedures) or if the child is distressed or non-compliant.
- Review the arrangements at least annually (September).
- Work in partnership with the child's family when 'toilet training'.
- Involve the child in their intimate care - Try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependant talk to them about what is going to be done and give them choice where possible.

- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make sure practice in intimate care is consistent and for some children visuals should be used.

Facilities

- The child must be changed in the disabled toilet which can be found in the EYFS area of the school.
- All personal resources should be clearly labelled and stored in the child's classroom.

Intimate Care Arrangements

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, (Outside the usual support already given for PE lessons or with zips, buttons etc. particularly in EYFS). Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff particularly in the Early Years. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. Please refer to the school's 'Touch Policy' for further details.

Medical Procedures

It is preferable that medication is administered at home before or after school. If it is necessary for a child to receive medicine during the school day parents/guardians must follow the policy and guidance in Ghyllgrove Primary school 'Supporting children with medical conditions'

Medical Conditions

If a child has a medical condition which is likely to lead to soiling and subsequent staff intervention, specific medical advice may be sought from outside agencies, such as the school nurse.

Soiling

Staff from Ghyllgrove Primary School will work together in partnership with parents to support each child towards independent use of the toilet. If tending to a child who has soiled themselves during the school day staff will respond sensitively and professionally. If 'accidents' occur the child will change themselves into dry clothing, and wet items will be sent home for washing.

Guidelines for Good practice

We request that parents complete the 'Supporting your child's intimate care form' (Appendix 1) and the 'Intimate care home/school agreement' (Appendix 2) before a child starts with us in the setting. This way we can fully support your child.

Clothing required for changing is as per normal and supports good practice. However, due to Covid-19, there may be added use of PPE at this time.

Gloves

Apron

Mask

Visor

Cleanliness stations within each classroom with tissues, handwashing resources and bin. We also:

- Ensure children dry hands thoroughly
- Ensure the (lidded) bin is emptied regularly to ensure no cross contamination can take place

Staff model sneezing or coughing into their elbow, as per government recommendation. Model where to place tissues when used and to wash hands directly afterwards.

Display photos within handwashing areas in the school to show the sequence of washing hands with staff modelling good practice.

When changing children that have soiled we ask a child to lay down on a changing mat or changing station rather than attempt to change standing up, this ensures the staff member is not face to face with the child and avoids passing on any potential infection.

Review Date: Autumn Term 2026

This policy should be read having regard to the following documents:

Human Rights Act 2000, Disability Discrimination Act 1995, Special Needs & Disability Act, Health & Safety Policy, Equal Opportunities Policy, Child Protection/Safeguarding Policy, SEND Policy, Confidential Reporting (Whistleblowing) Policy and A GUIDE TO HELPING EARLY YEARS SETTINGS AND SCHOOL'S MANAGE CONTINENCE

Appendix 1

Supporting your child/young person with Intimate Care.

What additional information would help us meet your child's individual needs. For example:

- what are the physical needs of the child/young person?
- what are the emotional needs of the child/young person?
- what are the preferred strategies for the child/young person?

Ghyllgrove Primary School

Child's Name and DOB:

Class:

Arrangements to be made	In place Yes/ No	Notes

Date:

Signed by parent:

Name:

Appendix 2

Home/School Agreement to support staff involvement in Intimate Care

We aim to work closely with you and your child to ensure that they feel confident, secure and respected in our school/ setting.

Our Parents/ carers will help support us by:

- changing your child/young person at the latest possible time before coming to school
- provide spare nappies/ pull ups, wet wipes and sufficient changes of clothes
- wash and return any clothing provided by the school as soon as possible.
- a mutual agreement to the procedures to be followed during changing at school
- assist us by informing our staff if your child/young person has any marks/rashes
- encourage your child/young person's self-help in intimate care procedures wherever possible.
- discuss any concerns regarding your child/young person intimate care progress with our staff

Our staff will support you by:

- changing your child/young person should s/he require it.
- inform you if your child/young person has any marks/rash and take further action as appropriate
- encourage your child/young person in their participation in their intimate care procedures wherever this is possible
- respect cultural practices through discussion with you, the parents/carer.

Parent/Carers Signature.....

Staff Signature.....