

Maidensbridge Primary School



Intimate Care Policy

Policy Date	Review	Reviewed By
September 2025	September 2026	K Thomas
Version 6		

Principles

Staff at Maidensbridge Primary School take their role in safeguarding and promoting the welfare of pupils in their care seriously. The Governing Body will act in accordance with Section 175 of the Education Act 2002 and '*Keeping Children Safe in Education*' to safeguard and promote the welfare of pupils at this school.

Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils, will always undertake their duties in a professional manner. It is acknowledged that these adults are in a position of great trust.

This Intimate Care Policy has been developed to safeguard pupils and staff and it applies to everyone involved in administering intimate care to pupils at Maidensbridge Primary School. The recommended hygiene practices outlined in this policy prevent the spread of infections and comply with the regulations in the Environmental Protection Act 1990 for the Storage and Disposal of Waste.

Definition of Intimate Care

'Intimate care' can be defined as any care that involves the washing, touching or carrying out of a procedure to intimate personal areas that most people usually carry out themselves, but some pupils are unable to do so because of their young age, physical difficulties or other special needs. Examples include toileting, wiping, washing or dressing. It also included supervision of pupils involved in intimate self-care.

Staff have a duty of care to support a child's personal needs. All children must be treated with respect when intimate care is given, and their welfare, privacy and dignity is of paramount importance.

Child Focused Principles of Intimate Care

The following are the fundamental principles upon which this policy is based:

- Every child has the 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Individual Intimate Care Plans

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which required that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

Staff at Maidensbridge Primary School, work in partnership with parents and School Health Advisors to support pupils with their intimate care needs. Pupils who require regular assistance with intimate care have written Individual Care Plans. Individual Care Plans are implemented to ensure that the needs of pupils with complex and/or long-term health conditions are fulfilled.

Ideally the Individual Care Plan should be agreed at a meeting at which the parents, School Health Advisor, key school staff and if appropriate, the pupils are present. Any historical information should be shared and taken into account, and procedures for educational visits outlined. The intimate care procedures detailed on each Individual Care Plan should be reviewed as necessary, but at least annually, and at any time of change in circumstances such as staff changes or a residential trip.

Promoting Safe Practice

Intimate care will be carried out in a professional manner and in accordance with the Dudley Safeguarding People Partnership 'guidance for safer working practice for those working with children and young people in education settings' updated February 2022.

All members of staff have completed annual safeguarding training and school has 4 DSLs who have been trained at DSL level.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks including enhanced DBS clearances.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

Staff should always inform other colleagues and/ or parents/ carers beforehand, assessing the need to have them present or close by for the intimate care process. There is no legal requirement for two adults to be present. Wherever possible, it is good practice for two members of staff to assist with intimate care to safeguard both the child and themselves.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

Promoting Good Practice

At Maidensbridge Primary School, staff recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain.

It is important to communicate at all times, when pupils have the potential to feel vulnerable. Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate in a way that reflects their ages. Where the pupil is of an appropriate age and level of understanding, permission should be sought before starting an intimate procedure.

It is essential that staff reassure the pupil and respect their '*voice*' throughout the procedure. Staff should communicate with pupils and give them reassurance where appropriate, but equally they should observe and listen. This will ensure that the pupil is comfortable with the person place and provision of intimate care.

Staff should encourage the pupil to do as much for his/herself as possible. Practice should be adapted in relation to the needs of individual pupils.

Pupils will be aware of staff attitudes through their actions. They must not be made to feel that they are in any way being a nuisance, or that providing intimate care is a major effort.

As in all situations, it is important that staff do not talk about the pupil or unrelated personal matters over the pupil.

Intimate Care in the EYFS

When children are still in nappies or pull-ups: They will be changed where some privacy is given as they are away from other children. Staff will always let another member of staff know when they are attending to a child who needs to have their underwear or nappy changed. No voluntary members of staff will be involved in changing children.

We will ask the parents of children who are still in nappies to send them to preschool with their own nappies or pull ups and changing wipes. We ask parents to also supply a change of clothes in case needed. All our staff are familiar with our hygiene procedures and carry these out when changing nappies.

We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'. We will talk to children about what we are doing. In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.

Staff are able to support the toilet training procedure. Staff will do their best to support and encourage the child with becoming independent with their toileting. We encourage children who are not yet managing their own toileting to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet. We aim to make it a space where children feel comfortable and safe. Parents can be offered advice on current best practise in order to support this process.

We encourage children to wash their hands, and have soap and paper towels to hand. We do not use anti-bacterial hand wash liquid or soap for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect.

A record of all intimate care will be kept confidently in the care room and parents will be informed via the children's home/school communication books.

The Care Environment-Promoting Good Health

Staff at Maidensbridge Primary School promote the good health of all children and take the necessary steps to prevent the spread of infection.

To minimise the spread of infection:

- Intimate care procedures should take place in the school care room. The care room should always be clean, dry, warm and uncluttered.
- Disposable gloves and aprons are to be worn by staff each time a pupil is changed and must be removed before exiting the care room. Gloves and aprons should be disposed of in the waste bin.
- Any nappies and pull ups are to be disposed of hygienically in the Nappy Bin in the care room. Wet nappies are to be placed directly into the nappy bin.
- Soiled nappies and wipes must be placed in a nappy sack before being placed in the bin.
- The nappy bin is emptied and refreshed regularly by PHS Waste Management.
- Soiled clothes should be placed in a nappy bag and sent home with the child.
- After changing, staff members must wash and dry their hands properly with warm soapy water and supervise/ support the pupil to do the same. Pupils with allergies are to use their recommended hand wash.
- It is good practice to use a paper towel to wipe down the changing mat with an antibacterial spray after use. The paper towel can be disposed of in the bin.

Health and safety

Dealing with blood and bodily fluids:

- Blood and other bodily fluids must be cleaned up immediately with paper towels, powder and the specialist dustpan and brush. Other pupils should be kept away from the area until it is clean and safe to access.
- Soiled items should be placed in a yellow clinical waste bag, sealed and placed in the clinical waste pedal bin in the care room.
- Soiled clothing should be sent home in a yellow clinical waste bag. Staff are not expected to rinse the clothing.

Record Keeping and Informing Parents/ Carers

An accurate record should be kept on CPOMS of when a pupil required assistance with intimate care. This brief record should include date, times and any comments such as changes in the pupils' behaviour. It should be clear who was present in every case.

Records for pre-school will be stored in a locked cupboard and must be made available to parents/carers on request.

Where an Individual Care Plan is not in place, parents/carers will be informed the same day if their child has required help with meeting intimate care needs.

It is recommended that information relating to intimate care should be treated as confidential and communicated in person by telephone, letter or via the home/school diary.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Child Protection Procedures

From a child protection perspective, it is acknowledged that intimate care involves risks for pupils and adults as it may involve staff touching private parts of a pupil's body.

At Maidensbridge Primary School, good practice will be promoted, and all adults will be encouraged to be vigilant at all times, seek advice where relevant and take account of guidance outlined in Safer Working Practice for Adults who Work with Children and Young People, February 2022). It is essential that the school's Child Protection Policy is adhered to at all times.

If a member of staff is concerned about any emotional or physical changes to a child, such as marks, bruises, soreness etc, they will inform the Designated Safeguarding Lead or in their absence, a Deputy Safeguarding Lead immediately. A clear written record of the concern will be completed on CPOMS, and the Child Protection procedures will be followed as outlined in the school policy.

If a pupil becomes unusually distressed or unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Headteacher. This matter will be investigated at the appropriate level and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a solution.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's child protection policy.

Intimate Care Policy Written by: Mrs Katie Thomas

Policy Review: September 2025

Signature Headteacher: _____ **Date:** _____

Signature Chair of Governors: _____ **Date:** _____



COVID-19

(If in a pandemic situation or a local cluster advised by Public Health)

Protective Personal Equipment (PPE)

Changing habits, cleaning and hygiene routines are effective measures in controlling the spread of the Coronavirus.

Wearing a face covering or face mask in school is not recommended.

Majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE is only needed in a very small number of intimate care cases including:

- Children whose care routinely involves the use of PPE (disposable apron and gloves) should continue to receive care in the same way.
- If a child becomes unwell with symptoms of Coronavirus whilst at school and needs direct personal care until they can return home.
A fluid-resistant **surgical mask** should be worn by the supervising adult.
If there is a risk of splashing to the eyes, for example from coughing, spotting, or vomiting, then **eye protection** should be worn.

PPE should be doubled bagged ready for disposal after 72 hours.

Hands should be washed thoroughly for 20 seconds after contact with someone who is unwell.

The bathroom area should be disinfected to reduce the risk of passing the infection on to other people.

Handwashing and Hygiene Measures

Coronavirus is a respiratory virus spread by droplets. The main way it will infect others will be if large droplets from an infected person who coughs or sneezes are inhaled by another person or if someone touches their face; eyes, nose and mouth after touching a contaminated surface without washing their hands first.

Good handwashing, respiratory hygiene, surface cleaning routines and social distancing are the most effective ways of reducing the spread of infection.

Staff are recommended to pay particular attention to handwashing before and after supporting children with intimate care and toilet routines.

Good hand hygiene will be promoted and reinforced at every opportunity.

Linked COVID-19 Guidance:

Cleaning of non-healthcare settings guidance:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>



Intimate Care Home-School Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents and the school with regard to intimate care.

From time to time, pupils require intimate care support. This support may involve dressing, washing or carrying out personal care to intimate personal areas which children may have difficulty with themselves due to their stage of development. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff have a duty of care to support a child's personal needs. All children will be treated with respect when intimate care is supported and their welfare, privacy and dignity is of paramount importance.

Staff at Maidensbridge Primary School providing intimate care are aware of the need to adhere to the procedures outlined in the Intimate Care and Child Protection Policies in order to minimise the risks for both the children and themselves.

All school staff are supported and trained so that they feel confident in their practice.

Intimate Care Consent

Name of Child: _____ **Class:** _____

- I give permission to staff at Maidensbridge Primary School to provide appropriate intimate care to my child.
- I understand that this will generally be carried out by staff from my child's class but may also be carried out by another member of staff.
- I will contact my child's teacher if there are any issues I would like to discuss.

Signed: _____ **Parent/Carer** _____ **Date** _____

Signed: _____ **School Representative** _____ **Date** _____