St Cuthbert's Primary School
Intimate Care Policy

Vision:

In our family school, we strive to be the best for today, for tomorrow, for ourselves, for each other, the wider world and for God.

As a Christian family we nurture an understanding that we are all of equal value and infinite worth.

In the safety of our unique family we will flourish and grow towards being Global Citizens and Courageous Advocates.

('You are now citizens together with God's people and members of the family of God'. Ephesians 2:19)

Mission statement:

Learning to love, loving to learn in the family of Christ.

('Encourage one another and build each other up'- 1 Thessalonians 5:11)

Intimate Care Policy

Statement of intent

St Cuthbert's CE Primary School understands the importance of its responsibility to safeguard and promote the welfare of children.

No child is excluded from accessing school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.

School-aged pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

St Cuthbert's has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.
The school is committed to providing intimate care for children in ways that:

- Maintain their dignity;
- Are sensitive to their needs and preferences;
- Maximise their safety and comfort;
- Protect them against intrusion and abuse;
- Respect the child's right to give or withdraw their consent;
- Encourage the child to care for themselves as much as they are able to;
- Protect the rights of all others involved.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

2. What is intimate care?

2.1. For the purpose of this policy, **"intimate care"** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

3. Roles and responsibilities

3.1. All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

3.2. Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.

3.3. Parents/carers are responsible for providing their consent to the school's provision of their child's intimate care.

3.4. Parents/carers are responsible for adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

4. Procedures for intimate care

4.1. Staff who provide intimate care, all children will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents/carers upon request.

4.2. Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

4.3. If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.

4.4. Each child using nappies will have a clearly labelled bag specific to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.

4.5. Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using disposable blue roll paper and cleaning solution.

4.6. Changing areas are warm and comfortable for the children, and are private from others.

4.7. School have an accessible toilet with changing bench and washing/shower facility. If this area is occupied, another appropriate area should be chosen. The area must be private from others.

4.8. Children in KS1, will be changed in the KS1 toilets/ accessible toilet. Where appropriate, they will be encouraged to remove and change their clothes independently. In some cases, children may need support to clean themselves. In these situations, staff will assist.

4.9. Children in KS2 will be encouraged to wipe themselves under the supervision of an adult. If needed, two members of staff can assist.

4.10. IN EYFS, Reception children will be changed in the designated Reception toilets.

4.11. If a child is in distress, parents will be contacted.

4.12. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use using disposable blue roll paper and cleaning solution.

4.13. The changing area has paper towels available for members of staff to dry their hands.

4.14. Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents/carers at the end of the school day.

4.15. Any used nappies will be placed in a tied plastic bag and disposed of in the nappy bin which is clearly identifiable by the yellow liner.

4.16. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.

4.17. Older children and those who are more-able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

4.18. Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

4.19. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

5.1. The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

5.2. The information concerning the child's intimate care plan will be stored confidentially in the class SEN File, and only the parents/carers and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

5.3. The parents/carers of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

5.4. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent.

5.5. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent, and will then be recorded in the written intimate care plan.

5.6. For children who are prone to accidents or children who require frequent intimate care, parents/carers will be asked to supply the following items for their child's bag:

- Nappies
- Wipes, creams and nappy sacks
- Spare clothing
- Spare underwear and socks

6. Safeguarding procedures

6.1. The school adopts rigorous safeguarding procedures in accordance with the Safeguarding Policy, and will apply these requirements to the intimate care procedures.

6.2. The school will ensure that all adults providing intimate care have undergone stringent Safer Recruitment checks including an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

6.3. All members of staff will receive safeguarding training/updates on an annual basis and will receive further training and support where necessary.

6.4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL), in accordance with the school's Whistleblowing Policy.

6.5. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection, Safeguarding Policy and Whistleblowing policy.

7. Monitoring and review

7.1. This policy will be reviewed annually by the SLT, EYFS Leader, SENDCo and DSL, who will make any changes necessary and communicate these to all members of staff.

7.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

7.3. This policy was written in November 2024 by C Parker. The next scheduled review date is November 2026.

Signed: *C Parker*

Intimate Care Parental Consent Form

Name of child:		**Date of birth:**	
Name of class teacher:		**Class:**	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

Name of staff member:	
Name of staff member (in the above staff member's absence):	

Where will the intimate care be carried out?

What do parents/carers need to provide? • Nappies, change of clothes, underwear and socks, wipes and nappy disposal sacks

What are the reporting procedures for parents/carers?

I have read the Intimate Care Policy provided by St Cuthbert's CE Primary School and I agree to the intimate care plan outlined above:

Signature of parent/carer:		**Date:**	
Signature of teacher:		**Date:**	

Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and is able to alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will discuss with parents and, with consent, will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

Note, where necessary, some children may be introduced to the potty first; this will be decided with parents.

Nappy Changing Procedures

All children who will attend school wearing nappies will have pre-signed the parent consent form.

In accordance with this, nappy changes are to happen as follows:

- Nappies will be changed as close to 11am as possible in the morning
- Nappies will be changed as close to 2pm in the afternoon
- For children KS1 and KS2, children will be changed up to twice daily
- Nappies will be changed in addition to this if the child has soiled
- All nappy changes will be record on the grid attached and this will be displayed in the changing area
- Nappy changes will happen as close to the time stated as possible, unless a different personalised time is agreed with parents
- PSRP children will be changed using the designated changing table

Staff will follow the risk assessment and intimate care policy, ensuring blue gloves and an apron is worn, the blue roll is lay down and the mat is sprayed and wiped down after each use.

Nappy Changing Record sheet



Child's Name: _____

Date	Time Changed	Wet/Dry/Soiled	Staff initials	Time Changed	Wet/Dry/Soiled	Staff initials	Time Changed	Wet/Dry/Soiled	Staff initials