



Christ Church C of E Primary School

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Intimate Care Policy

Background

Christ Church Church of England Primary School is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times. Procedures have been adopted with reference to DfE Guidance including 'Keeping Children Safe in Education' (2023), 'Working Together to Safeguard Children' (2018), and 'Guidance for safer working practice for those working with children and young people in education settings' (2022). We are committed to ensuring that all children are treated with respect and that no child should be attended to in a way that causes stress, pain or embarrassment.

Rationale

It is our intention to develop independence in each child, however there will be occasions when help is required. Our Intimate Care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our Safeguarding of pupils. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to their individual needs.

Contents of policy:

1. What is Intimate Care?
2. Who will undertake Intimate Care?
3. Where will the Intimate Care take place?
4. Guidelines for good practice.
5. What safeguarding guidance will be followed?
6. What is the procedure for changing a child?

1. What is intimate care?

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- * toileting;
- * feeding;
- * oral care;
- * washing;
- * changing clothes;

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- 1 -

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Christ Church C of E Primary School

Have Faith...

- * first aid and medical assistance; and
- * supervision of a child involved in intimate self-care.

Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:-

- be safe;
- personal privacy;
- be valued as an individual;
- be treated with dignity and respect;
- be involved and consulted in their own intimate care to the best of their abilities;
- express their views on their own intimate care and to have such views taken into account; and
- have levels of intimate care that are appropriate and consistent.

2. Who will undertake Intimate Care?

- Intimate care is only to be carried out by named staff and not visitors, volunteers, or parents/carers other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However, this is not always possible, so another member of staff may need to carry out the procedure.
- As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.
- The experience is made as pleasant for the child as possible by ensuring that they are always spoken to, provided with as many opportunities to be independent and praised for this. This can be used as an opportunity to count/sing songs/ chat with the child about their learning experiences that day.

3. Where will the Intimate Care take place?

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- 2 -



Christ Church C of E Primary School

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- Intimate care will usually take place in the disabled toilet area, which is private enough to respect the child's dignity but also allows for an appropriate degree of openness and visibility from the adult's perspective, to prevent them from allegations or their behaviour being brought into question.
- The door to the disabled toilet area must remain unlocked when carrying out intimate care procedures to safeguard both the child and the adult.
- All intimate care procedures will be carried out in accordance with the child's Personal Care Plan / Individual Healthcare Plan.
- Should a child who does not have a Personal Care Plan require changing, a member of staff may verbally support them in changing themselves (for example by instructing them on what to do), however, should further cleaning or intimate care be required in this situation, the child's parent / carer will be contacted to come and carry this out as necessary.
- Where possible, another adult should stay close by while the procedure is carried out but does not need to stand as a 'witness' to the procedure.
- If a child refuses staff assistance, a parent or carer will be called. Similarly, if a child is unduly distressed by the experience, a phone call will be made to parents/carers, who may be asked to come into school and offer their assistance.

4. Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Members of staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation.

- **Involve the child in the intimate care**

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.

Check your practice by asking the child or parent about any preferences while carrying out the intimate care.

- **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Always consider the supervision needs of the child and only remain in the room where their needs require this.

- **Make sure practice in intimate care is consistent.**

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- 3 -



Christ Church C of E Primary School

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As a child may have multiple carers, a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

- **Be aware of your own limitations**

Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.

- **If you have any concerns, you must report them.**

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, they will follow the school's Safeguarding and Child Protection policy. This means it will be recorded using a Notification of Concern Form, which will be, where necessary, accompanied by a body map. This will then be reported immediately to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. Any unusual emotional or behavioural response by the child during intimate care procedures will also be recorded and reported.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the DSL.

5. What is the procedure for changing a child?

1. Ensure all changing equipment and resources are to hand.
2. Reassure the child and make changing an enjoyable time from beginning to end by chatting/singing and building attachments.
3. Take the child to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
4. Disposable plastic gloves should be worn to prevent contamination, however the use of disposable gloves is not a substitute for good hand hygiene and hands must still be washed at the end of the routine.
5. Disposable gloves must be changed each time a child is changed.
6. Adults should encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred and the child needs to be changed fully.
7. Adults should remove the soiled nappy/pants, double-bag in a nappy bag and place into the nappy bin.
8. Children's skin should be cleaned with disposable wipes (by the child whenever possible) which should also be disposed of in a nappy bag and into the nappy bin.
9. If the child's care plan requires nappy creams or lotions to be used, staff must follow the procedure outlined in the plan for the individual child. No products are to be shared between children or applied without parental consent.

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- 4 -



Christ Church C of E Primary School

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10. Clean clothes must be provided if child's own are soiled. Soiled clothes should be tied into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff should not attempt to wash or rinse the clothes.
11. Where possible, children should be encouraged to re-dress themselves.
12. Encourage child to wash their hands.
13. Nappy changing mats/area should be wiped with anti-bacterial spray and dried after each use.
14. Staff must wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.

This policy was agreed by the Board of Governors of Christ Church Church of England Primary School on: 28th November 2023.

The scheduled review date of this policy is: November 2026.

Signed: (Chair of Governors)

Date:

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- 5 -

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REVIEW

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	November 2018
2	Amendment to date of referenced documents: - 'Keeping Children Safe in Education' (2018) → 2019 - 'Guidance for Safer Working Practice' (2015) → 2019	January 2020
3	Updated Header and Footer Amendment to date of referenced documents: - 'Keeping Children Safe in Education' (2019) → 2022 - Working Together to Safeguard Children (2015) → 2018 - 'Guidance for Safer Working Practice' (2019) → 2022	November 2022
4	Amendment to date of referenced documents: - 'Keeping Children Safe in Education' (2022) → 2023 - Working Together to Safeguard Children (2018) → 2022	November 2023

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- 6 -

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