



Intimate Care Policy

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Next Review: June 2026

Philosophy

Highfields Primary school is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Intimate care is any care which involves washing, touching or cleaning a child (such as cleaning up after a child has soiled themselves), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs or disabilities, medical needs or needs arising from the child's stage of development.

This policy aims:

- To provide guidance and reassurance to staff and parents.
- To safeguard the dignity and rights of children and to promote their welfare
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination, and ensure inclusion for all

Compliance

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DfE (2023) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Administering Medication Policy

Health and Safety

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy.

Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately. Nappies, incontinence pads and medical bags will be disposed of in a specially designated bin in the disabled toilet and changing area. The changing area or toilet will be left clean. Hot water and soap will be available to wash hands. Paper towels will be available to dry hands.

Safeguarding

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties.

Individual intimate care plans can be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will need to be present when the pupil requires intimate care.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the DSL immediately.

Special consideration will be taken to ensure that bullying and teasing does not occur.

Children with SEND

The school recognises that some children with SEND may result in children arriving at school with under developed toilet training skills. If a child is not toilet trained because of a disability their rights to inclusion are additionally supported by the SEND code of practice 2014 and the Equality Act 2010. If a child's toileting needs are substantially different than those expected of a child his age, then the child's needs may be managed through a toileting program. This would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and discussions with professionals held to see whether this is something school could support with. If there is no progress over a long period of time, e.g. half a term, the SENDCo, teaching staff and parents would seek further support, e.g. G.P.'s referral of child for specialist assessment. Some children may have an EHCP (Education Health Care Plan). This will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The EHCP will identify delayed self-help skills and recommend a program to develop these skills where appropriate. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that are not currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion.

Working with Parents/carers

At Highfields Primary School we will work with parents when attending to nappy changing routines.

- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at Highfields whether or not their child has any special words/actions/particular needs during their nappy changing procedure
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Increased Independence

Highfields Primary School are committed to supporting pupils to gain full continence and independence with their self care. Any child in Key Stage 1 or 2 who soils or wets will be provided with a private space (disabled toilet) to change. They will be offered support from a member of staff, but will be encouraged to do as much as they can for themselves. If there is a known medical or educational need then the procedures written in the individual health care plan will be followed regardless of the child's age.

Protection for Staff

As far as possible, nappy changing or intimate care procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff know what good working practices are which comply with health and Safety regulations.
- Staff will implement the strategies outlined in Achieving Continence above
- Staff will inform another practitioner discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to a member of SLT. The incident should then be recorded, following safeguarding procedures.
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Phase Coordinator immediately

Nappy Changing Procedure

At Highfields Primary School we will follow the Nappy changing Procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack. All parents are asked to provide a bag for each child containing these items and spare clothes in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. **You should use a new set of gloves and apron for each nappy change.**
- Place the child on a nappy changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a nappy bin.
- Put on a clean nappy.
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and using anti bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

Facilities

Suitable equipment and facilities will be provided to assist pupils who need special arrangements following assessment from a physiotherapist or occupational therapist. This may include the following:

- Changing table
- Changing mat
- Non-slip step
- Cupboard

- Adapted toilet seat or commode seat
- Disposable gloves/aprons
- Medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

Parents will be asked to provide the following

- Nappies or pull-ups to fit their child
- Spare changing of underwear and clothing
- Barrier creams (if required)

The school has an extended disabled toilet facility with a washbasin a shower and a changing table.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes such as the onset of puberty or menstruation.

Swimming

Pupils in Year 4 regularly participate in swimming lessons at Sandwell Aquatic Centre: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.

Details of any additional arrangements required will be recorded in a pupil's individual care plan.

Offsite visits

Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

Consent from a parent will be obtained and recorded prior to any offsite visit.

General Data Protection Regulation

The General Data Protection Regulation provides a framework to ensure that personal information is handled properly. Personal information in school is managed in accordance with the requirements of the General Data Protection Regulation (GDPR). For further details of how we manage personal data, please see our privacy notice, which can be found on our school

website <http://www.highfields.sandwell.sch.uk/our-school/3980-privacy-statement.html>. School's Data Protection Policy and Records Management Policy can also be found on our website.

Home and School Agreement for Toilet Management

Parental Responsibilities:

- To ensure that the child is changed at the latest possible time before coming to school.
- To provide nappies and a change of clothing.
- To inform the school of any marks or rashes.
- To continue to implement toilet training at home as appropriate to the child's stage of development.
- A copy of this policy will be read and signed by parents to ensure that they understand the policies and procedures surrounding intimate care.

School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To follow a timed toilet training programme where appropriate
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by familiar members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Parent/Carers'

Signature

Class Teacher's

Signature