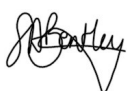
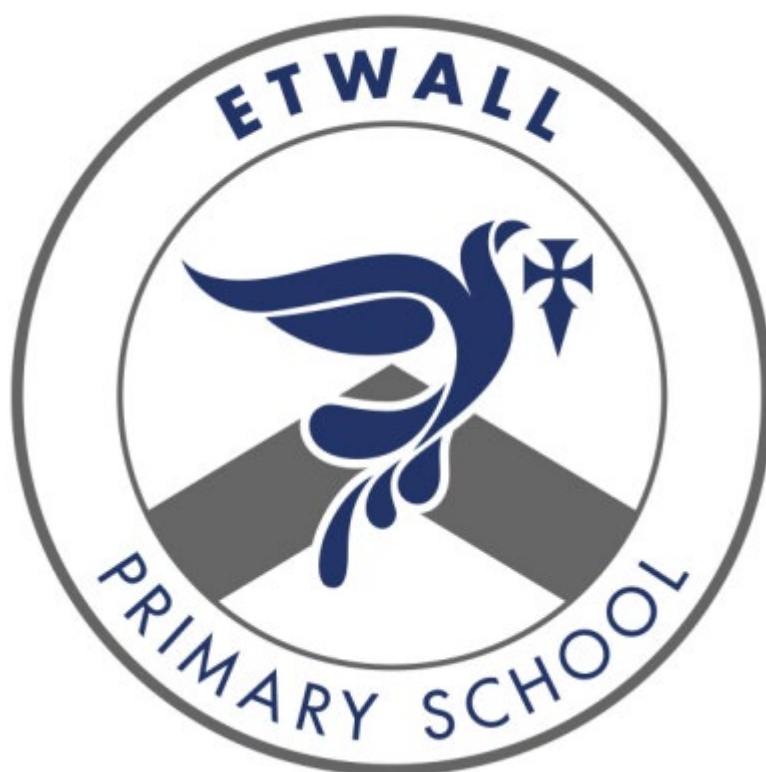


Document owner	Etwall Primary School	Approved by:	
Author:	DCC	Headteacher	
Version:	October 2025	Next Review	October 2027
This policy has been reviewed on 04/10/2025 and has been impact assessed in the light of all other school policies and the Equality Act 2010.			



ETWALL PRIMARY SCHOOL

INTIMATE CARE POLICY

For children in the Foundation Stage

Statement of intent

Etwall Primary School understands the importance of its responsibility to safeguard and promote the welfare of children. 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.

The purpose of this policy is to:

- safeguard the rights and promote the best interests of the children
- ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- safeguarding the rights of staff who are involved in providing personal and intimate care
- raise awareness and provide a clear procedure for intimate care with care to ensure continuity
- inform parents/carers in how intimate care is administered
- ensure parents/carers are consulted in the intimate of care of their children
 - Ensure all staff involved in personal and intimate care have access to appropriate training

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.

The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

Legal framework

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

- DfE (current) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Education Act 2002
- The Health Act 2006
- The Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy will be implemented in conjunction with the following school policies/guidance:

- Administration of Medications Policy and Guidance
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Equality Policy
- Physical Intervention Policy
- Complaints Procedure
- Staff Code of Conduct
- Confidential Reporting Code (Whistleblowing Policy)

Definitions

For the purpose of this policy, intimate care is defined as any care which may involve the following:

Personal care tasks can be defined as those that involve touching which is socially acceptable is non-personal or intimate. Such tasks are generally aimed at helping with presentation or enhancing social functioning and may include:

- administering medication
- helping a child to eat or drink
- brushing a child's hair or teeth
- helping a child to dress or undress
- washing a child's non personal body parts
- encouraging a child to go to the toilet.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years, and staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in 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. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day, parents must fill out a permission form and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Intimate care tasks are defined as those associated with bodily functions, body products, and personal hygiene routines which demand direct or indirect contact with or exposure to the genitals, including tasks such as:

- dressing and undressing (underwear)
- helping with the use of the toilet
- changing continence pads/nappies (faeces and/or urine),
- bathing/ showering
- washing personal and intimate parts of the body

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in Early Years may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1).

If a parent does **not** give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils themselves. If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child. When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned and changed, staff will make sure that:

- protective gloves are worn
- the procedure is discussed in a friendly and reassuring way with the child throughout the process
- the child is encouraged to care for him/herself as far as possible
- pupils will be changed while standing up if possible
- physical contact is kept to the minimum possible to carry out the necessary cleaning.
- privacy is given appropriate to the child's age and the situation
- all spills of excrement are wiped up and flushed down the toilet or placed in the nappy bin
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- any bloodied items go into clinical waste bags and in the clinical waste bin
- vomit should go in main bins

The 'Ready for school in Derbyshire' policy, September 2015, describes core skills that children should have mastered, before they begin in Reception. One of the expectations is that before starting in Reception, children should be able to go to the toilet on their own and wash their hands. Schools are not expected to routinely teach children how to use the toilet. Therefore unless a child has a disability or defined medical condition it is expected that parents/carers will have helped their children to be clean and dry by the time they start in Reception.

Health and safety

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

- Staff will wear disposable gloves and aprons (if appropriate) while assisting a pupil in the toilet.
- Where pupil's require intimate care/toileting, nappies, and incontinence pads will be wrapped in nappy sacks or double-bagged and disposed of in an ordinary bin situated in the disabled toilet, as per health and safety guidelines.
- The changing area or toilet will be left clean.
- Hot water and soap are available to wash hands.
- Paper towels are available to dry hands.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- allow the child a choice in the sequence of care
- be aware of and responsive to the child's reactions

Ensuring carer competency

- Staff need to be given information during the recruitment process about the types of intimate and personal care they may be required to carry out and this should be included in any job description/role profile.
- All staff working with children must have been through an appropriate safer recruitment process.
- Staff must be given appropriate initial and on-going instruction/training in how to carry out intimate and personal care activities. This may include both generic training, and specific instruction in how to assist particular children.
- Staff should have access to a set of procedures which give detailed guidance on how to carry out specific activities related to intimate and personal care and any individual care plan which is in place for a child.
- Staff should also have attended other relevant training as necessary, including safeguarding disabled children, moving and handling (where appropriate), and administration of medication.

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Etwall Primary School are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

It is not appropriate for volunteers to carry out intimate care procedures where they are alone with a child. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

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. On most occasions, this is likely to be one adult only to maintain the dignity of the child.

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.

No devices that can record photos, video or audio are allowed in the areas where intimate care is undertaken.

Special Educational Needs and Disabilities

Arrangements will be made with a multi-agency for any child with special educational needs and disabilities (SEND) to discuss the personal care needs of any pupil with significant needs prior to them attending the school or when in situ if the pupil has transferred mid-term. Pupils who require intimate care will be involved in planning for their own healthcare needs wherever possible.

In liaison with the pupil and parents/carers, an individual intimate care plan (Appendix 3) will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability and signed and dated by all parties. Regular consultations will be arranged with all parents/carers and pupils regarding toilet facilities.

Guidance for personal and intimate care procedures

- The privacy and dignity of any pupil who requires intimate care will be respected at all times. A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves. Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.
- When referring to care routines or body parts care should be taken to use appropriate language.
- Care must be taken to communicate with the child throughout the activity.
- Children should be encouraged to do as much as they can for themselves.
- For children who present with challenging behaviour who require intimate care, this must be included within their behaviour plan and individual risk assessment.
- Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, pads, etc., as provided by the parents/carers. The school does hold a number of spare items of clothing if required; these must then be cleaned and returned to school by the parent/carer.
- Members of staff will react to accidents in a calm and sympathetic manner.
- Accurate records of times, staff, and any other details of incidents of intimate care (Appendix 5) will be kept, and they will be stored in the child's folder. The family's cultural practices will always be taken into account for cases of intimate care.

Parental Responsibilities

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, incontinence pads, wet wipes and a change of clothing in case of accidents.
- Parents/carers will inform the school should their child have any marks/rashes.
- Parents/carers will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.
- The parents 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.

- 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 will be contacted by phone in order to gain consent.
- Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.
- Parents will be asked to supply the following items for their child's individual storage box:
- Spare nappies
- Wipes, creams, nappy sacks, etc.
- Spare clothing
- Spare underwear
- Training seat for the toilet

Swimming

Pupils from the Early Years onwards may participate in swimming lessons. The changing rooms at Etwall Primary are group changing rooms with a separate changing area suitable for those who are disabled.

A child does not need to have SEND to be supported with dressing/undressing.

Children in EYFS and KS1 will be supervised in changing rooms by a member of staff who may be supported by a volunteer. Both staff members and volunteers are able to provide help with dressing and undressing as long as parents have given consent and the appropriate safeguarding checks have been completed prior to the staff member/volunteer commencing the role. All staff/volunteers will encourage all children to be as independent as possible and will ask children whether they want any help before it is given.

Parental consent will be obtained on an annual basis for this.

Older pupils are entitled to privacy when changing. Therefore, if a child in Y5/6 needs 1:1 support in changing, the disabled changing room will be used. Details of any additional arrangements will be recorded in the pupil's individual intimate care plan.

Appendices

Appendix 1: Permission Form for the Provision of Care

Appendix 2: Procedure for Changing a Nappy (child lying down)

Appendix 3: Intimate Care Plan

Appendix 4: Risk Assessment Template

Appendix 5: Record of Intimate Care Intervention

Appendix 6: Working Towards Independence Record

Appendix 7: Agreement between child and personal assistant

Appendix 1



Etwall Primary School
Egginton Road
Etwall
Derbyshire DE65 6NB

T 01283 732301
E enquiries@etwall.derbyshire.sch.uk
W etwall.derbyshire.sch.uk

PERMISSION FORM FOR THE PROVISION OF CARE

To be completed before starting Early Years

If a child wets or soils themselves while they are in the Early Years or KS1, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our staff are experienced and trained at carrying out this task if you wish them to do so, or if preferred, the school can contact you or other emergency contacts on your child's record who will be contacted to attend without delay.

Etwall Primary School has an Intimate Care Policy which is available to view on our website.

Please complete and return the slip below stating your preference.

Yours sincerely

Sarah Bentley
Headteacher

ETWALL PRIMARY SCHOOL
INTIMATE CARE PREFERENCE

Name of Child _____
Please delete as appropriate

I give consent for my child to be changed and cleaned by school staff if they wet/soil themselves while in the care of Etwall Primary School

I give consent for the use of baby wipes

OR

I **do not** give my consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or other emergency contacts on my child's school record to organise for my child to be cleaned and changed. I understand that in the event that I (or any other emergency contact) cannot be contacted, staff will act appropriately and may need some level of physical contact in order to aid my child.

Name _____

Signed _____

Relationship to child _____

Date _____

Appendix 2

Procedure for Changing a Nappy (child lying down)

1. Consider whether the child can be changed in a toilet cubicle
(standing up)
2. Wash your hands
3. Assemble the equipment
4. Place the child on the changing mat/ table
5. Put on gloves
6. Remove wet/ soiled nappy
7. Fold the nappy inwards to cover faecal material and place into
designated covered bin
8. Used wipes and gloves are to be disposed of in a bin with a
disposable liner

9. The bin should be emptied at least once a day and the liner replaced
10. Once the child has been changed and returned safely to the, e.g. EYFS area, clean the changing area with a detergent spray or soap and water
11. Hands should be washed thoroughly

Appendix 3

Intimate Care Plan for children wearing nappies/ pull-ups in school

Child's Name:	DOB:
Name of School:	

Completed by: _____ (member of staff)

Date of Plan: _____ Date to review Plan: _____

Who will change the child?
<p>How will be the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat in the disabled toilet</p> <p>Copies of procedure for changing given to parent where available</p>
Who will provide the resources? e.g. wipes, nappies, disposable gloves
<p>How will the changing occasions be recorded and how this will be communicated to child's parent/ carer</p> <p>Consider using the Record of Intimate Care Intervention Table</p>
How will wet/ soiled clothes be dealt with?

What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed
Consider referring to the schools child protection policy and procedures
Agree a minimum number of changes
How will the child be encouraged to participate in the procedure?
Any other comments/ important information: e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/ she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

Signed: _____ Date: _____

Parent/ Carer's Full Name: _____

Appendix 4**Risk Assessment**

Child's Name:

Name of School:

Date of Risk Assessment:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain / discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		

9. Is staff capability a risk? (back injury / pregnancy)		
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
Are there any environmental risks? Heat/ Cold		

If Yes to any of the above complete a detailed intimate care plan.

Date:

Signed:

Name:

Appendix 5

Record of Intimate Care Intervention

Child's Name _____ Class/ Year Group _____

Name of Support Staff Involved _____

Date	Time	Procedure	Staff signature	Second signature

Appendix 6

Working Towards Independence Record

Child's Name _____ DOB _____

Name of Support Staff Involved _____

Date of Record _____ Review Date _____

I can already

Aim:

I will try to

Signed _____ Parents/ Carers

Signed _____ Member of Staff

Signed _____ Second Member of Staff

Signed _____ Child (if appropriate)

Appendix 7

Agreement between child and personal assistant

Child's Name _____ Class/ Year Grp _____

Name of Support Staff Involved _____

Date _____

Review Date _____

Support Staff

As the personal assistant helping you in the toilet you can expect me to do the following:

- When I am the identified person I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- When you use our agreed emergency signal, I will stop what I am doing and come and help.
- I will treat you with respect and ensure privacy and dignity at all times.
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible, both physically and emotionally
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you.
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan

Child

As the child who requires help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I am going to need the toilet so that you can make yourself available and be prepared to help me
- I will try to use the toilet at break time or at the agreed times
- I will only use the agreed emergency signal for real emergencies.
- I will tell you if I want you to stay in the room or stay with me in the toilet
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed.

I may talk to other trusted people about how you help me. They too will let you know what I would like to change

Signed _____ Member of Staff

Signed _____ Child (if appropriate)