



INTIMATE CARE POLICY

Date of Policy: September 2024
Date of Policy Review: September 2025



Intimate Care Policy

This policy has been devised in response to the increasing number of children entering the Early Years Foundation Stage not toilet trained.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that the EYFS team are on hand to offer advice on how to toilet train and are put into contact with relevant support if required. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

Statement of intent

Kilnhurst St Thomas 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 SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed 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 can.
- Protect the rights of all others involved.

Legal framework

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

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006

- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2024) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Infection Control Policy
- Allegations of Abuse Against Staff Policy

Definitions

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.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

Procedure

- Home/school agreement to be signed by parents of children who require a personal care plan.
- Parents will be responsible for providing all nappies, wipes, and any cream needed.
- Only employed St. Thomas' C of E Academy Staff are responsible for changing children.
- A child will be taken to the toilet area to be changed.
- They will be encouraged to lie down on a changing mat.
- All staff will wash their hands prior to changing a child.
- Staff member will notify another staff member that they are changing a child.
- Disposable gloves and aprons will be worn by staff when changing a nappy and / or clothing.
- Soiled nappies, gloves and aprons will be disposed of in a nappy sack and placed in an appropriate nappy disposal unit.
- A child's clothing will be placed into a plastic bag to be taken home and spare clothes will be worn. If spare clothes have been provided by school, they are to be washed by parents and returned to school.
- The changing mat will be wiped down with an antibacterial wipe.
- A record of all nappy / clothing changes will be kept in the Foundation Stage classes.

Parental engagement

The school will liaise closely with parents 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 can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

The information concerning the child's intimate care plan will be stored confidentially and only the parents and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

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

Safeguarding procedures

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

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check, which includes barred list information, enabling them to work with children.

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.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

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 DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Monitoring and review

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.



EYFS Intimate Care Policy

Home – School Partnership Agreement

All are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream required.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent / Guardian:

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to school.
- ✓ I agree to provide the school with spare nappies, wipes and a change of clothing.
- ✓ I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
- ✓ I agree to inform the school should my child have any marks or a rash.
- ✓ I agree to encourage my child's participation in toileting procedures wherever possible.
- ✓ I agree to review the arrangements, in discussion with the school, should this be necessary.

The school:

- ✓ We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- ✓ We agree to monitor the number of times the child is changed.

- ✓ We agree to report should the child become distressed, or if marks or rashes are seen.
- ✓ We agree to encourage the child's participation in toileting procedures wherever possible.
- ✓ We agree to review the arrangements, in discussion with parents, should this be necessary.
- ✓ We agree to take the appropriate action to respect the cultural practices of the family.

Child's Name _____

Signed _____ Parent/Guardian

Date _____

Permission for school to provide intimate care

Child's Full Name	
Male / Female	
Date of Birth	
Parent / Carer's Full Name	

I understand that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the class teacher of any medical complaint my child may have which affects issues of intimate care.

Signed _____

Full Name _____

Relationship to Child _____

Date _____