



# Roberts Primary School

## Intimate Care

## Safeguarding Practice Guidance



Reviewed: Autumn Term 2024  
Consultation Period: ended October 2024  
Approved by Governors: October 2024

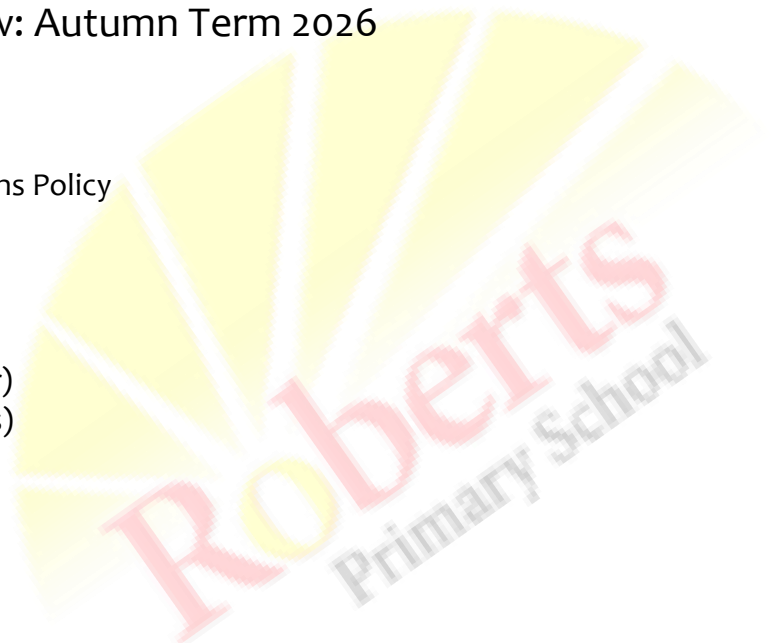
Date of Next review: Autumn Term 2026

**To be read in conjunction with:**

SEN Policy  
Supporting Students with Medical Conditions Policy  
Safeguarding Policy  
Data Protection Policy

**Approved by:**

Senior Leader – Mr C Watkins (Headteacher)  
Governor – Mrs S Smith (Chair of Governors)



## **INTIMATE CARE POLICY**

At Roberts Primary School and Brightsparks Out of School Club we understand that children are at different developmental stages. We work with parents towards independent personal care unless there are any medical or developmental reasons why this would be inappropriate.

Some job responsibilities necessitate intimate physical contact with children on a regular basis for example assisting young children with toileting, providing intimate care for children with disabilities or in provision of medical care.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: Roberts Primary School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

### **Definition**

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:

- Feeding
- Oral care
- Washing
- Changing nappies
- Toileting
- Supervision of a child involved in intimate self-care

### **Principles of intimate care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

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

**Parental Responsibilities:**

Parents have a responsibility to advise the school of any intimate care needs relating to their child. A care plan/risk assessment for this intimate care might then be devised with reference to parents, staff and where appropriate the child. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following (delete as appropriate):-

- Spare nappies
- Wipes, creams, nappy sacks etc.
- Spare Clothes
- Spare underwear

## **Staff**

All existing staff will be given a copy of this policy and procedure. New staff will be given this information as part of their induction programme. Staff who are likely to be involved in giving intimate care on a regular basis will be given training in intimate care.

## **Children wearing nappies**

Where children are in the care of the school and out of school club are wearing nappies the following will apply:

Staff will check nappies at regular intervals and change them when required. A child's nappy will always be changed promptly when wet or soiled.

### **Procedure for staff to follow when changing nappies or soiled pants:**

1. Staff member who is going to change nappy/pants needs to inform another member of staff that they are going to do so.
2. The changing takes place in a toilet, care room or suitable private area.
3. There will always be 2 members of staff present. Where possible at least one member of staff will be the same sex as the child.
4. Prepare the changing mat by cleaning with antibacterial spray. Ensure the following items are ready before changing the nappy/pants: disposable apron, disposable gloves, clean nappy/pants, wipes or cotton wool, nappy cream if required.
5. The staff member must put on a fresh set of gloves and disposable apron each time they change a nappy/pants.
6. The staff member must remove the child's nappy and dispose of the nappy in the nappy bin. If removing soiled pants, they will be placed in a nappy sack and given to parents/carers to wash.
7. Where the child is unable to clean themselves the staff member must wash and dry the child using wipes or cotton wool. Using the wipes or cotton wool and warm water the staff member must wipe the genital area from front to back.
8. Nappy cream must be applied if requested by the child's parent/carer. A clean set of gloves must be used to apply nappy cream.
9. The staff member must then put on a clean nappy and/or a new set of clothes if required.
10. Where a child is able to clean and change themselves, staff must be on hand to offer support and instruction if needed and provide them with a new set of clothes as needed.
11. If a child refuses to be cleaned by a member of staff, a phone call to parents/carers needs to be made explaining the situation. Actions/next steps to be discussed and resulting action to be logged in the "Record of Intimate Care" book.
12. The staff member must then ensure that the child's hands are clean after toileting by washing then with soap and water and drying them off with a paper towel.
13. If changing a nappy, the staff member must then wash the changing table with antibacterial spray.
14. If the child has been able to clean and change themselves the staff members must ensure that the toilet area is clean and use antibacterial spray as necessary.
15. The staff members must then wash their hands with liquid antibacterial soap and water and dry their hands on a disposable paper towel.
16. The staff member must make a record of the nappy/soiled pants change on a Record of Intimate Care Sheet.
17. On collecting their child parents/carers should be informed that intimate care was given.

**Dealing with body fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

**Child Protection**

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the designated safeguarding lead.

**Conclusion**

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

### Record of Intimate Care Sheet

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