



Be Ambitious, Spark Imagination, Celebrate Success

Ravensdale Infant and Nursery School

Intimate Care Policy

Signed by:

L. Blanchenot

Headteacher

Date: 17.12.24

T. Marshall

Chair of governors

Date: 17.12.24

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Statement of intent

Ravensdale Infant and Nursery 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 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.

As described in the Supporting Pupils with Medical Conditions Policy, the school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

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

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.

1. Legal framework

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

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Safeguarding Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Medicines in School Policy
- Allegations of Abuse Against Staff Policy

2. 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.

- Assisting in toilet issues - Toileting, wiping and care in the genital and anal areas due to a child having soiled themselves
- Providing comfort to an upset or distressed pupil
- Dressing or undressing
- Washing
- Providing oral care
- Feeding

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies/pull ups/pull ups or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. 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/pull ups, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

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.

4. Staff and facilities

Staff members who provide intimate care will be suitably trained, and will be made aware of what is considered good practice.

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:

- Adjustable bed
- Changing mat
- Non-slip step
- Adapted toilet seat or commode seat
- Hoist
- Swivel mat
- Disposable gloves/aprons
- Nappies/pull ups, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

The school has a first aid room, a changing room next to the nursery and a disabled toilet with a washbasin in each.

Mobile pupils will be changed while standing up. Pupils who are not mobile will be changed on a changing mat on the floor or on the changing bed in the changing room next to the Nursery.

Staff will be supported to adapt their practice in relation to the needs of individual pupils, taking into account developmental changes.

5. School responsibilities

Arrangements will be made with a multi-agency to discuss the personal care needs of any pupil prior to them attending the school.

Wherever possible, pupils who require intimate care will be involved in planning for their own healthcare needs, with input from parents/ carers welcomed.

In liaison with the pupil and parents/ carers, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Regular consultations will be arranged with all parents/ carers and pupils regarding toilet facilities.

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. Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be given spare clothing, nappies/pull ups, pads, etc., as provided by the parents/ carers.

If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parent/carer consent will be gained prior to this.

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 will be kept in a Record of Intimate Care Intervention, and they will be stored in the child's intimate care plan.

Arrangements will be made for how often the pupil should be routinely changed if the pupil is in school for a full day, and the pupil will be changed by a designated member of staff. A minimum number of changes will be agreed. Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

The family's cultural practices will always be taken into account for cases of intimate care. Where possible, only same-sex intimate care will be carried out.

Parents/ carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process.

Excellent standards of hygiene will be maintained at all times when carrying out intimate care.

6. Parental responsibilities

Parents/carers will work closely with the school to develop an individual intimate care programmes for each child which will set out the following:

- What care is required

- 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

A copy of this policy will be provided to parents/ carers to ensure that they understand the procedures surrounding intimate care for their child. Parents/ carers will also be given a copy of their child's intimate care plan which must be signed and returned to school.

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/pull ups, wet wipes, incontinence pads, medical bags, and changes of clothing in case of accidents.

Parents/ carers will inform the school should their child have any marks or rashes.

Parents/ carers will liaise with the school to communicate their wishes in regard to their child's intimate care.

In respect of the above, if no parent/carer consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent.

7. Safeguarding

The school adopts rigorous safeguarding procedures in accordance with the Safeguarding and Child Protection Policy and will apply these requirements to the intimate care procedures. Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Safeguarding and Child Protection Policy.

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

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil. Special consideration will be taken to ensure that bullying and teasing does not occur.

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.

All members of staff must 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 Safeguarding and Child Protection and Whistleblowing Policy.

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

8. Offsite visits

Before offsite visits, the pupil's individual intimate care 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 off-site visits.

Meetings with pupils away from the school premises, where a chaperone is not present, will not be permitted, unless approval has been obtained by the headteacher.

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

9. Toilet training

Members of staff providing care will inform another member of staff prior to taking a pupil to be changed or to use the toilet.

Toilets are checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies or pull ups and during any instances where the member of staff could come into contact with bodily fluids.

All pupils who require support with toileting will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils and will not make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies or pull ups are changed as soon as possible. Where pupils are left in soiled nappies/pull ups and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents/ carers are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents/ carers. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the headteacher and the pupil's parents/ carers.

10. Monitoring and review

This policy is reviewed every two years by the headteacher and the DSL.

All changes are communicated to relevant stakeholders.

The scheduled review date for this policy is December 2026.

Record of Intimate Care Intervention

[illegible]

Toilet Management Plan

Pupil's name:	Class:
Name(s) of personal assistant(s):	
Date:	Review date:
Area of need	
Equipment required	
Locations of suitable toilet facilities	
Support required	Frequency of support

Working towards independence

Pupil will try to	Personal assistant will	Parents will	Target achieved date

Signed _____ Parent

Signed _____ Personal assistant

Signed _____ Second member of staff

Signed _____ Pupil (where appropriate)