Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Intimate Care Policy
2026 – 2027

September 2026

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Parents have the responsibility to advise staff of any intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.
Intimate care can include:

- Feeding
- Oral care
- Washing
- Dressing/undressing - Supporting a pupil with dressing/undressing (outside the usual support already given for PE lessons or with zips, buttons etc particularly in Nursery and Foundation Stage).
- Toileting - Assisting a pupil who has soiled him/herself, has vomited or feels unwell;
- Supervision of a child involved in intimate self-care.
- Providing comfort or support for a distressed pupil and assisting a pupil requiring medical care, who is not able to carry this out unaided are also considered as intimate care.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Purpose of the Guidance

The purpose of this policy is to ensure that all staff responsible for the intimate care of children will undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally.

As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

We are committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain. This guidance is to help ensure good practice in this area.

Guidelines for Good Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. These guidelines are designed to safeguard children and staff and apply to every member of staff involved with the intimate care of children. Adhering to these guidelines of good practice should safeguard children and staff.

We treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in Moving and Handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist / occupational therapist if required.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult, but a second adult should be made aware that intimate care is taking place.

Wherever possible the same child will not be cared for by the same adults on a long-term basis. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Female pupils will only be cared for by female staff. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence.

Intimate care arrangements will be discussed with parents/carers and recorded in a care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staff and equal opportunities legislation.

The Protection of Children

Safeguarding procedures will be adhered to in line with the school's safeguarding policy and Keeping Children Safe in Education 2026; if a member of staff has any concerns about physical changes in a child's

presentation e.g. marks, bruises, soreness, etc s/he will immediately report concerns to the Designated Safeguarding Lead (DSL) for child protection.

Intimate Care Arrangements

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, (outside the usual support already given for PE lessons or with zips, buttons etc particularly in EYFS). Staff will always encourage children to attempt undressing and dressing unaided.

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. When changing for physical activity pupils will be supervised. Where pupils are separated by gender, either both groups of pupils will be supervised at the same time, or one adult will move between the two groups to ensure supervision.

Physical Education and other skills' coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Providing comfort or support

The school recognises that there may be times when a pupil is distressed and needs to be comforted and reassured and this might include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgment will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond.

Particular care must be taken in instances which involve the same pupil over a period of time.
Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice.

Medical procedures

It is preferable that medication is administrated at home before or after school. If it is necessary for a child to receive medicine during the school day parents/carers must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. Parents and carers should be made aware that staff administration of medicines is voluntary and that staff are only able to administer medicines which have been prescribed by a doctor.
Any member of staff giving medicine to a pupil should check:

- The pupil's name;
- Prescribed dose (from doctor);

- Expiry date;
- Written instructions provided by parents or doctor;
- Complete a school drugs administration form and have it countersigned, when possible, by another member of staff.

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Headteacher has overall responsibility for the safe management of medicines kept at school. Medicines should be kept in a place not accessible to pupils. Arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available to them.

Medical conditions

If a child has a medical condition which is likely to lead to soiling and subsequent staff intervention, specific medical advice may be sought from outside agencies, such as the school nurse, and the parents will be asked to sign a permission form so that staff can clean and change their child if necessary. 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 or emergency contact are able to come promptly, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. If parents/guardians cannot be contacted, staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.

Children wearing nappies

The parent should provide nappies and should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Soiling

Staff from Himbleton CE Primary School and Nursery will work together in partnership with parents to support each child towards independent use of the toilet. If tending to a child who has soiled themselves during the school day, staff will respond sensitively and professionally. If 'accidents' occur, the child will change themselves into dry clothing, and wet items will be sent home for washing. The child's independence will be encouraged as far as possible in his/her intimate care and reassurance given. A record of the incident will be kept in school and the parent will be informed (by a note home, verbally at home collection time or phone call) and requested to return the borrowed items of clothing when laundered. If there is an occurrence of heavier soiling or vomiting, this may require staff to provide care at a more personal level. Staff will follow set procedures for this intimate care:
If possible, the child will be removed to a less public place to maintain dignity and avoid a feeling of humiliation;

- If appropriate, the child will be encouraged, through guidance and assistance from an adult, to clean themselves to make them more comfortable.
- Parents should be contacted as soon as possible;

Staff will provide further intimate care in the following situations:

- If parents/guardians cannot be contacted - staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing;
- If the parents/guardians are unable to come to school;
- If the child is very distressed or suffering unduly.

Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any circumstances given guidance or assistance.

If incidents of soiling are a regular occurrence, then a pupil care plan will need to be put in place after consultation between the school, the pupils' parent's/guardians and if appropriate, other outside agencies.

Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with sanitary towels and treated sensitively.

Out of school trips, clubs etc

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring the behaviour of pupils on trips or after school activities etc.

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the Headteacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Care plans

Where regular intimate care is required, for instance, in the case of a medical need, a care plan will be drawn up outlining the procedures to be used with the individual pupil.

Parent/carer arrangements

We request that parents complete the 'Supporting your child's intimate care form' (Appendix 1) and the 'Intimate care home/school agreement' (Appendix 3) before a child starts with us in the setting. This way we can fully support the child.

Clothing required for changing is as per normal and supports good practice.

- Gloves
- Apron

Cleanliness stations are located within each classroom with tissues, handwashing pump and bin. We also:

- Ensure children dry hands thoroughly
- Ensure the (lidded) tissue bin is emptied regularly to ensure no cross contamination can take place.

Wherever possible, two members of staff will be in the vicinity when a child needs intimate care e.g., the second staff member could be in the adjacent room with the adjoining door open. They sign a personal care log after every change (See Appendix 2)

Monitoring and Review

- This policy will be reviewed at least annually by the headteacher.
- All members of staff and parents/carers are required to familiarise themselves with this policy.
- Any changes made to this policy will be communicated to all members of staff and to parents/carers.

The next scheduled review for this policy is **September 2027.**

Appendix 1
Supporting your child/young person with intimate care.

What additional information would help us meet your child's individual needs? For example:

- what are the physical needs of the child/young person?
- what are the emotional needs of the child/young person?
- what are the preferred strategies for the child/young person?

Child's name:		**DOB:**	
Arrangements to be made	**In place Yes/ No**	**Notes**	

Parent/Carers Signature……

Date……

Appendix 2
Your Personal Care Log

Child's Name _____ **Class/session**_____

Date	Time	Changed with support	Staff/parent signature

Appendix 3
Home/School agreement to support staff involvement in Intimate Care

We aim to work closely with you and your child to ensure that they feel confident, secure and respected in our school/ setting.

Our parents/ carers will help support us by:

- changing or toilet the child/young person at the latest possible time before coming to school
- providing spare nappies/ pull ups, wet wipes and sufficient changes of clothes
- washing and returning any clothing provided by the school as soon as possible
- mutually agreeing to the procedures to be followed during changing at school
- assisting us by informing our staff if the child/young person has any marks/rashes
- encouraging the child/young person's self-help in intimate care procedures wherever possible
- discussing any concerns regarding the child/young person's intimate care progress with our staff

Our staff will support you by:

- changing or supporting the child/young person should s/he require it.
- informing you if the child/young person has any marks/rash and take further action as appropriate
- encouraging the child/young person in their participation in their intimate care procedures wherever this is possible
- respecting cultural practices through discussion with you, the parents/carer.

Parent/Carers Signature……

Staff Signature…….