

Neroche Primary School

Intimate Care Policy

Acting Headteacher: Jessica Millard

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Due for Review: Spring 2025

Introduction

Neroche Primary School (including First Friends Preschool) is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the learner, or as a result of a disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play
- When a child requires support and assistance changing for physical activities

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within the Early Years department (Preschool and Reception Class) and for occasions when it is necessary within the rest of the school (Ks1 or KS2) e.g. linked to a child's personal care plan or related to a particular SEND.

Aims

The intimate care policy aims:

- To provide a clear framework and reassurance for staff whose role includes intimate care.
- To safeguard the rights and promote the welfare of children.
- To ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management.
- To clarify for learners and their families the support they can expect from school.
- To ensure that no child is discriminated against.

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.'

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a toilet
- Cleaning / wiping / washing intimate parts of the body
- Application of medical treatment, other than to arms, face and legs below the knee

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.'

Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

Toilet Training

Starting at Neroche Primary School, staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and a very rapid developmental change for all children. As with all developmental milestones in the EYFS, there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being any of the following:

- Fully toilet trained.
- Fully toilet trained but regressed a little due to the excitement or stress of starting at the setting.
- Fully toilet trained at home but have accidents in the setting, or vice-versa.
- Nearly trained but needing some reminders and encouragement
- Not toilet trained but respond well to a structured toilet training process (staff will work with parents to arrange this ensuring that there is consistency between home and school).
- Fully toilet trained but has a serious disability or learning difficulty.
- In need of additional support due to development delays
- Has SEND and requires help with some or all aspects of their personal care.

Nappy changing

Requirements necessary whilst changing children:

The provision of:

- Hot running water and antibacterial soap
- Toilet rolls
- Bowl/bucket
- Paper towels/cloths
- Disposable gloves
- Nappy bags/sacks
- Cleaning equipment
- Bin
- A supply of spare underwear, clothing and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

Safeguarding

At Neroche Primary School we will:

- Ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- Be aware of any recording requirements of toileting of pupils.
- Follow procedures and guidelines for intimate care.
- Carry out a risk assessment of the toileting process and areas used.
- Consider if a child soils themselves then what additional support the child and staff may need.
- Encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Involve the child as far as possible in his or her own intimate care.
- Record this in individual contact books informing parents.
- Ensure staff are familiar with the Child Protection and Safeguarding Policy including the section on allegations against staff.
- Ensure another member of staff is present at all times during the intimate care of a child.
- Ensure all staff are up to date with their safeguarding training and ensure that Neroche Primary School has a designated intimate care lead (Aby Bidgood) who has attended the most recent, relevant training and disseminates this to all staff.

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school Safeguard Policy information and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the headteacher.

Health and Safety

This should include:

- Staff to wear disposable gloves whilst changing a child.
- Soiled clothing or underwear to be disposed of appropriately.
- Toilet areas to be left clean.
- Hot water and antibacterial soap available to wash hands as soon as changing is done.
- Paper towels are available to dry hands.

Useful resources and websites:

- The Neroche/BEP Child Protection and Safeguarding Policy
- Working Together to Safeguard Children 2023- [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100276/Working_together_to_safeguard_children_2023.pdf)
- Keeping Children Safe in Education 2023 [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100276/Keeping_Children_Safe_in_Education_2023.pdf)
- NSPCC www.nspcc.org.uk