



Title	Author	Approved		Review Date
Intimate Care Policy	Ian Clennan	Trustees	October 2024	October 2025

*To be reviewed every year or as required*

## **Selby Educational Trust's Intimate Care Policy**

Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. It is associated with bodily functions and personal hygiene, including toileting, washing and dressing. It also includes the supervision of pupils involved in intimate self care.

Staff in each SET provision have been placed in a position of great trust and will be expected to carry out this sort of procedure as they act in 'loco-parentis'.

Intimate care is only to be carried out by named staff and not visitors, volunteers or parents/carers other than the child's own.

Staff understand that this policy supports the Safeguarding and Welfare requirements of The Statutory Framework for The Early Years Foundation Stage and goes hand-in-hand with the Safeguarding Policy for each school.

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

Pupils who require regular assistance with intimate care (from reception upwards) have written individual health care plans or intimate care plans which are written in conjunction with staff, parents/ carers and any other professional actively involved such as a healthy child nurse. The plan should be changed if there are any change in circumstances eg staff changes, residential.

The intimate care policy at SET School's is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times.

We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain and instead this time is used to create opportunities for children's Personal, Social and Emotional Development.

### **Approach to Intimate Care**

Children wearing nappies are checked regularly and changed promptly when



required.

In most circumstances, the child's key worker will be responsible for changing them, however this is not always possible, so another member of staff may need to carry out the procedure.

As we do not allow people other than staff members to change children, the child will know who is changing them and will have seen them before.

The experience is made as pleasant for the child as possible, by ensuring that they are spoken to at all times, provided with as many opportunities to be independent and praised for this and also used as an opportunity to sing songs,/count/chat to the child about their learning experiences today.

Intimate care will take place in the bathroom/ disabled toilets.

If a child refuses staff assistance a parent or carer will be called.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home, if the child is distressed or unwell.

If a member of staff notices marks, injuries, bruising or undue soreness, it will be recorded and reported to the designated child protection person and the usual procedures will be followed in line with our Safeguarding Policy.

All intimate care procedures carried out are recorded on the daily log sheet and signed by the person carrying out the procedure, detailing the procedure carried out and any notes e.g. if child was upset or a rash was present. Where a care plan is not in place parents/ carers will be informed the same day if their child has needed help with meeting intimate care needs for example if they have had an accident.

**Appendix 1 (Carlton Primary School & Cliffe Primary School)**  
**Procedure for Changing a Child:**



- Inform another member of staff they are going to change a child.
- Ensure all changing equipment and resources are to hand.
- Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting and singing and building attachments.
- Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
- Staff to put on a disposable plastic apron to protect their clothing from contamination. Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is **not** a substitute for good hand hygiene and hands must still be washed at the end of the routine. Disposable gloves and aprons should be changed each time a child is changed.
- Staff are never to leave a child unsupervised whilst on the changing table. Constant supervision is required until the child is safely back on the floor.
- The bench should be operated using the electronic controls. Staff using this will be trained.
- Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred and the child needs to be changed fully.
- Adult to remove the soiled nappy/pants, double-bag in a nappy bag and place into the nappy bin.
- Children's skin to be cleaned with disposable wipes, ensure that girls are wiped from front to back to avoid urinary tract infections, also disposed of in a nappy bag into the nappy bin.
- If the child's care plan requires nappy creams, lotions to be used, practitioners to follow procedure outlined in this plan for the individual child. No products are to be shared between children or applied without written parental consent.
- Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
- Nappy changing area should be wiped with anti-bacterial spray and dried after each use.
- Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.

**Appendix 2 (Selby Community Primary School & Strawberry Fields Primary School)**



### **Procedure for Changing a Child:**

- Inform another member of staff they are going to change a child.
- For children with individual plans there will be two adults with the child. For younger children the changing area is in the classroom- this is a designated area that is private enough to respect the child's dignity, but also allows the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.
- Ensure all changing equipment and resources are to hand.
- Staff to reassure the child and make changing an enjoyable time from beginning to end by chatting and singing and building attachments.
- Staff to take children to the designated changing area and ensure that the child is happy and comfortable with being changed by talking to them throughout and telling them what they are about to do before each step.
- Staff to put on a disposable plastic apron to protect their clothing from contamination. Disposable gloves are recommended to be worn. Please note, the use of disposable gloves is **not** a substitute for good hand hygiene and hands must still be washed at the end of the routine. Disposable gloves and aprons should be changed each time a child is changed.
- Staff are never to leave a child unsupervised whilst on the changing table. Constant supervision is required until the child is safely back on the floor.
- Adult to encourage the child to undress independently where possible. If adult help is needed, the adult is to remove only the clothes required to reach soiled nappy/pants unless further soiling has occurred and the child needs to be changed fully.
- Adult to remove the soiled nappy/pants, double-bag in a nappy bag and place into the nappy bin.
- Children's skin to be cleaned with disposable wipes, ensure that girls are wiped from front to back to avoid urinary tract infections, also disposed of in a nappy bag into the nappy bin.
- If the child's care plan requires nappy creams, lotions to be used, practitioners to follow procedure outlined in this plan for the individual child. No products are to be shared between children or applied without written parental consent.
- Child to be dressed, or encouraged to dress in clean clothes if soiled. Dirty clothes to be put into a plastic bag and given to parents/carers when the child is picked up at the end of the session. Staff members will not attempt to wash or rinse the clothes. Encourage child to wash their hands.
- Nappy changing mats/area should be wiped with anti-bacterial spray and dried after each use.



- Changing mats/area is checked daily for tears etc. If the plastic cover is torn, the mat should be replaced.
- Staff to wash and dry their hands following the procedure, after glove removal and before leaving the changing area or handling another child.

Finally, staff member is to sign the Intimate Care log, so that the child's parent/carers can be informed on collection of the child.

Our intimate care Policy and Procedure bears in mind the following principles:

- Children have the right to feel safe & secure
- There will be no barriers to learning and participation
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children have the right to information and support to enable them to make choices
- Children have the right to be accepted for who they are
- Children have the right to express their views and be heard
- A child's Intimate/Personal Care plan is designed to lead to independence

Procedures have been adopted with referral to DfE Guidance, Working Together to Safeguard Children, 2023

This policy was reviewed in October 2024