Micklem Primary School
Intimate Care Policy

Responsible Committee	**Resources**
Date Ratified	**September 2015**
Date Reviewed	**May 2026**
Next review	**May 2027**
Signed on behalf of the Governing Body	*K Shah*
Print name	**K Shah**

Introduction

Micklem Primary School is committed to ensuring that all staff responsible for the 'Intimate Care' of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when 'Intimate Care' is given. No child should be attended to in a way that causes distress, embarrassment or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Intimate Care also includes the changing of a nursery child's nappy.

Staff that provide 'Intimate Care' to children have a high awareness of safeguarding issues. Staff will work in partnership with parents/ carers to provide continuity of care. The definition of 'Intimate Care' is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure.

Our Approach to Best Practice

The management of all children with 'Intimate Care' needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide 'Intimate Care' are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies. It is essential that the adult who is going to change the child informs the teacher and/ or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. A second member of staff may be present where resources allow.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible staff involved in 'Intimate Care' will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

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 they are able. Individual 'Intimate Care' plans will be drawn up for children as appropriate to suit the circumstances of the child (see appendices 1-2). Records of intervention will also be kept by the class teacher, there is a proforma for nappy changing at appendix 3. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted. Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived. 'Intimate Care' arrangements will be

discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with 'Intimate Care' agreements concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor and head teacher to identify the areas of concern and how all present can address them.

If these concerns continue there should be discussions with the school's safeguarding co-ordinator about the appropriate action to take to safeguard the welfare of the child. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved. All staff will be required to confirm that they have read the Micklem Primary School ''Intimate Care' Policy and Guidance' document.

Appendix 1

Micklem Primary School

Intimate Care: Parent/ Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/ carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I **do not** give consent for my child to be washed and change in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/ they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent/ carer signature	
Name of parent/ carer	
Relationship to child	
Date	

Appendix 2

Micklem Primary School

Intimate Care Plan

PARENTS/ CARERS/ SCHOOL	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 3

Micklem Nursery Nappy Changing Record

Name: _____

Date and time	Notes	Adult changing and Parent signature

Appendix 4

Outbreak Mode

During the COVID-19 pandemic additional cautions were put in place in order to protect both the adult providing intimate care, and for the child who is in receipt. Whilst the pandemic has ended this appendix will remain in the policy should school ever return to outbreak mode.

The current space for delivering intimate care is the disabled toilet and the nursery toilet. Both spaces are enclosed. As part of the hierarchy of control to limit transmission of infection staff will aim to preserve the child's dignity by changing in the following new locations:

Reception classroom whilst other children are in the garden (this is only possible if numbers are low). This is a larger space and can be ventilated.

Nursery classroom whilst other children are in the garden (this is only possible if numbers are low). This is a larger space and can be ventilated.

Children will lay on a changing mat which will be cleaned with disinfectant spray following each use.

Adults are required to wear protective gloves, a protective apron, and a face mask. Staff may choose to also protect their eyes by wearing a visor or may prefer to wear their own glasses or sunglasses.

Should the child require more thorough cleaning than would be normally expected parents may be called to support with this.

All waste, including used PPE must be double bagged on disposal. The visor, if worn, can be cleaned and disinfected.