

SCAWSBY SALTERSGATE INFANT SCHOOL



Intimate Care Policy

Policy Approved by Governors	September 2025
Review Date	September 2027

All children at Saltersgate Infant School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school. This policy sets out clear principles and guidelines on supporting intimate care. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2025 and the Disability Discrimination Act 2010.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for another person. This may be due to their young age, physical difficulties or special needs. Examples include continence and menstrual management as well as washing, toileting or dressing. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals. It also includes supervision of children and young people involved in intimate self-care.

The staff at Saltersgate Infant School will ensure that:

- Every child's right to privacy is respected.
- All intimate care is provided in a manner in order to maintain the child's or young person's dignity and confidence, avoiding distress, embarrassment.
- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against.
- With the support of parents, reasonable adjustments will be made for any child who has delayed continence.
- Partnerships with parents are strong, ensuring a consistent approach to intimate care.
- All children and young people are supported to achieve the highest level of autonomy that is possible, given their age and ability. Staff will always encourage the child or young person to do as much as possible for him/herself as possible, developing their independence.

Child Protection and Safeguarding

Pupils/students are taught personal safety skills carefully matched to their level of development and understanding, through Personal, Social, Health Education (PSHE) and Relationships and Sex Education (RSE) as well as incidentally throughout the day where relevant.

If a member of staff has any concerns about physical or personal changes in a pupil's presentation when undertaking intimate care, e.g. marks, bruises, soreness, fearfulness etc., these must be immediately reported to the Designated Safeguarding Lead in line with the Safeguarding policy.

Safe working practices for Staff

All staff involved with the intimate care of pupils at Saltersgate Infant School have an enhanced DBS check. Work experience students and volunteers must NOT be used to support pupils/students with their intimate care needs.

Staff are regularly trained regarding child protection and health and safety, (which may include manual handling), and are fully aware of infection control, including the need to wear disposable aprons and gloves.

Staff inform another colleague before they assist a child with intimate care. The other colleague will be nearby to support and safeguard the child and member of staff.

All staff should follow good hygiene practices: Disposable gloves should be worn.

Systems should be in place to deal with spillages appropriately and safely.

Spillages must be cleaned according to local policy.

Hot water and soap OR antibacterial spray or wipes are appropriate.

Soiled disposable nappy to be placed in plastic nappy bag and disposed of according to local arrangements.

Soiled clothing to be placed in double plastic bags and returned to parent/carer.

Correct hand washing techniques should be followed. a) For adults, use hot water and soap. Dry hands with disposable paper towels. Antibacterial gel can then also be used. b) For child, hand washing to be done by, or supervised by adult.

I Pads, Cameras and mobile phones are never to be taken into bathroom areas.

Record keeping Individual care plans will be drawn up for any child who is toilet training, such as nappy changing. Toilet training arrangements will be discussed with parents/carers on a regular basis and recorded on the Intimate Care Plan. (See appendix 1)

Any intimate care will be recorded, signed and dated by the staff member who carried out the care. (See appendix 2)

An agreement for those who need regular support with intimate care will be signed by staff and parents/ carers. (Appendix 1)

An agreement for those who have regular intimate care needs such as medication will be signed by staff and parents/ carers. (Appendix 1)

Where a child or young person's care plan does not include 'intimate care', parents/carers will be informed the same day if their child has needed help with meeting intimate care needs. (e.g. if soiled or passed urine). Information regarding intimate care is treated sensitively and communications with parents are done in with care

If a child refuses to be changed, staff will call parents or carers to come in to help their child. The decision to call parents or carers in to school to support their child in intimate care is at the discretion of the member of staff who is supporting the child in need (eg. in extreme cases)

Supporting toilet training

- Members of staff who meet the child/parents before starting Nursery/Reception will enquire about the child's stage of toilet training and how best to support the child going forward.
- Toilet training should be planned and agreed in co-operation with the parents/carers.
- There should be a written plan, including details as to what stage of toilet training the child is at and who will be responsible for this in the setting. (See Appendix 1 and 3)
- Parents are supported in how to toilet train their child and best practices, eg. Coming to Nursery and Reception as independent as possible.

This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):

- Safeguarding Policy and child protection procedures (including whistleblowing)
- Staff code of conduct and guidance on safer working practice
- Health and Safety Policy and procedures
- Special Educational Needs Policy
- Positive Touch/Handling Policy
- RSE policy

Appendix 1

Saltersgate Infant School Personal Intimate Care Plan

Child's name:	Date:
Nominated staff:	
Details of plan – (what does the child need help with- changing, wiping, dressing)	
Parents to provide – Nappies and or pull ups Wipes for cleaning Cream if needed –clearly label with name Change of clothing Nappy sacks	
Plan written by:	on
This plan was agreed by parents on	
This plan was agreed by child on (if not sought say why)	
Signed parents	
Signed all nominated staff	

Appendix 3

Saltersgate Infant School.

Dear Parent/ Carer,

At Saltersgate Infant School, we accept that toilet accidents will occur within the Foundation Stage and Year 1. We believe it is important for the hygiene, safety and comfort of the children and for the well being of all staff to adhere to the following procedure:

When a toilet accident occurs, the designated adult (teacher/ CSA/ LSA/ lunchtime supervisor/member of staff – **NOT** volunteer) would:

- Encourage the child to remove soiled items of clothing, clean themselves and put on spare clothes.
- Staff must wear disposable gloves to reduce the risk of infection. Any soiled nappies should be disposed of in the medical waste bin.
- Assist with cleaning if necessary for the purposes of hygiene and comfort.
- Bag up soiled clothes to be sent home with the child.
- School clothes should be returned as soon as possible.

It is the Parent/Carers responsibility to inform the class teacher of any medical reasons for incontinence or toileting issues.

All staff involved in providing intimate care are aware of child protection procedures.

Please indicate one of the procedures below:

I **agree** to let a designated adult assist my child in the event of a 'toilet accident'. I understand that the designated adult may support my child in cleaning and changing when necessary.

I **do not wish** my child to be assisted in the event of a 'toilet accident'. I understand that I will be contacted if an accident occurs and it will be my responsibility to bring clean clothes to school and clean my child.

My contact numbers are 1).....

2).....

Signed:.....

Date:.....

Child's name:.....

D.O.B:.....