



Policy for Intimate Care

This policy is written in line with City Of York Management of Intimate care procedures (Updated October 2022), Health and Safety and Work Act 1974, Disability Discrimination Act 2005, Disability Rights Commission – Code of Practice for Schools (DD Act 1995 as amended by the Special Needs and Disability Act 2001), Equality Act (2010), Department of Health (2001) Good Practice in Continence Services and Guidance for Safer Working Practices for Adults who work with Children and Young People (commissioned by the DfES) 2007.

The pastoral care of our children is central to the aims, ethos and teaching programmes at Fishergate Primary School and we are committed to developing positive and caring attitudes in our children.

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Fishergate 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 our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain, adults and staff must be sensitive to each child's individual needs.

"Intimate care is care which involves contact with parts of the body that we usually consider to be private." Barnado's Carers' Handbook.

Intimate care is any care, which involves one of the following:

- 1. Assisting a child to change their clothes**
- 2. Changing or washing a child who has soiled themselves**
- 3. Assisting with toileting issues**
- 4. Supervising a child involved in intimate self-care**
- 5. Providing first aid assistance**
- 6. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. ***

* In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child. Further information can be found in the Supporting Pupils with Medical needs policy.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe
- Every child has the right to personal privacy



- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change their clothes

This is more common in our Foundation Stage. On occasions, an individual child may require some assistance with changing if, for example, they have an accident at the toilet, gets wet outside, or have vomit on their clothes etc. Each occasion is recorded by the member of staff involved and discussed with parents.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance or are visible to another adult when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents/carers will be contacted and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled themselves

If a child soils themselves in school, a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and they should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change their underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in resources room and Early years unit).

Basic hygiene routines

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Supporting Pupils with Medical Needs Policy outlines arrangements for the management of the medications in school. Parental/carer permission must be given before any medication is dispensed in school. A small number of children will have significant medical needs and in addition to the



arrangements included in our Supporting Pupils with Medical Needs Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

Swimming

Our Year 4 classes participate in a swimming programme. Children are entitled to respect and privacy when changing their clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations.

School Responsibilities

All staff that are appointed to work at Fishegate Primary School are recruited in accordance with the statutory guidance Keeping Children safe in Education (2024) and 'Safeguarding Children and Safer Recruitment in Education' updated in 2012. A full range of checks are carried out to minimise the possibility of children suffering harm from those whom they consider to be in positions of trust. All members of staff work in accordance with the intimate care policy and Policy for Safeguarding.

Where anticipated, intimate care arrangements are agreed between the school and parents/carers and, when appropriate and possible, by the child. Intimate care plans and consent forms are signed by the parent/carer and relevant staff and stored in the child's file on CPOMs. Parents/carers are also provided with a copy. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents/carers and school. Parents/carers would then be contacted immediately.

The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice, they must report this to the designated member of staff for Safeguarding, Tina Clarke.

Guidelines For Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Adhering to the following guidelines of good practice should safeguard both children and staff.

1. Involve the child in the intimate care. Try to encourage a child's independence as far as possible in their intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent/carer about any preferences while carrying out the intimate care.
2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.



3. Make sure practice in intimate care is consistent. As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
5. Promote positive self-esteem and body image. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
6. If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to the designated member of staff for Safeguarding.

If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Review and monitoring of the policy

This policy will be reviewed on an annual basis or earlier if legislation should change

Date: December 2024

Appendix 1

Intimate Care Plan



Name of pupil	
Date of birth	
Address	
Name of the parent/carer/guardian	Name of staff
Contact Numbers	



Date Written	Review Date
Pupils' Condition	
Where the intimate care procedure take place.	
How the pupil will travel there e.g. walk, wheelchair.	
What equipment is required and where located.	
Description of transfer method.	
Adjustment of clothing.	
Method of cleansing including washing hands.	
Appropriate language e.g. names for body parts and functions.	
Number of staff i.e. one or two	
Pupil participation i.e. what can they do	
Disposal	
Next target towards independence.	
Signature of parent/carer	Signature/s of staff involved with procedure/s

Appendix 2

TOILETING CHART DETAILS	ANSWERS
Pupils Name	
Date commenced	

Time	Monday	Tuesday	Wednesday	Thursday	Friday
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