



**Holy Trinity
Church of England (VC)
Primary School
Halstead**

www.holytrinityhalstead.com

Intimate Care

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*'We are an inclusive,
aspirational school that builds a
kind and resilient community'*

Owner: S Passfield

Signed off: March 2026

Signed off by: FGB

Date of review: March 2027

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Definition

- Intimate care can be defined as any care which involves 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. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.
- It also includes supervision of pupils involved in intimate self-care. Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

- Be safe;
- Personal privacy;
- Be valued as an individual;
- Be treated with dignity and respect;
- Be involved and consulted in their own intimate care to the best of their abilities;
- Express their views on their own intimate care and to have such views taken into account; and
- Have levels of intimate care that are appropriate and consistent.

Best practice

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given.

The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. Staff are regularly trained to spot the signs of neglect and abuse. Any concerns will be reported to the Designated Safeguard Lead.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils; a member of staff may request that someone else carries out intimate care. It may be necessary or desired that two members of staff be present while intimate care is provided. All

staff members that provide intimate care are employees of the school and are DBS checked at the appropriate level.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. For children without intimate care plans, if the need arises, staff will support with intimate care. In these circumstances, children will be asked if they are happy for the staff member to assist and this should be a familiar adult. Parents will be contacted if the child is in distress or ill. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual child to do as much for his/herself as possible.

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). Information on intimate care is treated as confidential and communicated in person or by telephone.

Accurate records should also be kept when a child without an intimate care plan requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. Records should be kept in an 'Intimate Care Record'.

Advice may be sought from the school nurse if there are ongoing issues with toileting, to support the family.

If a staff member has concerns about a colleague's intimate care practice, he or she must report this to the Designated Safeguarding person.

Staff are fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate.

Working with children of the opposite sex

Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a female. Where a member of staff does not want to provide intimate care to a child of the opposite sex they will call another member of staff to provide the care. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- The child will be asked if they are happy to be given assistance by the member of staff supporting (normal practice). Another member of staff can be offered if the child does not consent to the first staff member supporting them.
- If the pupil does not consent to staff members supporting intimate care, parents will be called to assist.
- When intimate care is being carried out, all children have the right to dignity and privacy i.e. they should be appropriately covered and the door left ajar.

- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Staff should try to ascertain why the child is distressed and provide reassurances.

School trips

During School Trips the school must ensure:

- There is a member of staff present on the trip willing to provide intimate care.
- Intimate care plans are followed.
- That each class is risk assessed in line with normal school practice.
- The following resources will be taken on a school trip:
 - Wipes
 - A plastic bag
 - Sanitary products
 - Any other items as included on a child's Intimate Care plan

Communication with children

All staff must be aware of the child's method and level of communication. Throughout the process of providing intimate care, staff members will inform the child of what and why they are carrying out each action. Simple and clear language will be used.

Children with additional needs

Pupils who require regular assistance with intimate care have individual Intimate Care Plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses, specialist teachers or occupational/ physiotherapists. Any historical concerns (such as past abuse) will be taken into account. The plans are reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They will also take into account procedures for educational visits/day trips.

Pupils and parents/carers share appropriate terminology for private parts of the body and functions and this is noted in the plan.

Staff members who provide intimate care are trained in personal care (e.g. health and safety training in moving and handling) according to the needs of the pupil.

Staff are supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Procedures for changing a child who has wet/soiled themselves:

- Staff members will request the support of another staff member
- The child will be changed in a toilet area.
- Staff will wear disposable gloves.

- Wet/soiled clothes will be placed in a bag with the handles tied.
- Accurate records will be kept in the Intimate Care Record.
- Parents/carers will be contacted to collect their child if staff think that the child may be ill/require medical attention.

Procedures for the prevention of infection:

- Staff will wear disposable gloves.
- Gloves will be disposed of in hygienic disposal bins (these are available in the female toilets and the accessible toilet in the hall).
- Used wipes will be sealed into nappy bags and disposed of suitably, with waste being kept in the plant room until removal.
- Hot water and hand wash are available to wash hands.
- Antibacterial hand gel is available.
- The site management team will be alerted should a toilet area require cleaning.
Should a member of the site management staff not be available the area will be closed for use until it has been cleaned.