



# Rectory Farm Primary School

## **PolicyTitle                      Intimate Care Policy**

**Adopted:**                      September 2023

**For Review:**                      September 2025

### **1. Introduction**

There are times when a child may require a change of clothes whilst at Rectory Farm Primary School. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within Rectory Farm Primary School.

### **2. Aims of the Policy**

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

### **3. Intimate care is one of the following:**

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

### **4. Who will undertake Intimate Care?**

- Intimate care is only to be carried out by named staff and **not** visitors, volunteers or parents/carers other than the child's own.
- In most circumstances, the child's regular key person or teaching assistant will be responsible for changing them. However this is not always possible, so another member of staff may need to carry out the procedure.

# Rectory Farm Primary School



- 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. This can be used as an opportunity to chat/count/sing songs with the child about their learning experiences that day.

## 5. Intimate Care procedures

Intimate care will usually take place in the toilets which are private enough to respect the child's dignity, but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.

- In Early Years, 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.

- 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.

**(Appendix 1)**

## 6. Safeguarding

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. **(Appendix 2)**

## 7. Intimate care in EYFS

Starting Reception, or school at any age, has always been an important and potentially challenging transition as children become used to their new environment and the adults and other children. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons young children in the EYFS may:

- not be fully toilet trained across all settings
- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement



# Rectory Farm Primary School

- not be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have a serious disability or learning difficulty
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting

## 8. Children wearing nappies/Toilet training

Child Protection need not present an issue for pupils enrolling who are still wearing nappies. It is good practice to provide information for parents of the policy and practice in the school.

If a child starting Reception they may require help to meet their own toileting needs, the staff member can support the child according ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.

Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.

When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.

## 9. Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. **(See NPAT Medication Policy and Procedures 2023)**

## 10. Parental Responsibilities

At Rectory Farm Primary School we work in partnership with parents and ask them to assist us by ensuring the following: Parents understand and agree the procedures that will be followed when their child is changed at school.

If a child requires support in training to meet his own toileting needs, parents are required to sign Rectory Farm Primary School Intimate Care Agreement. **(Appendix 3)**

# Rectory Farm Primary School



## Appendix 1

### Intimate Care Procedures

Staff should always wear an apron and gloves when dealing with a child who is being changed.

The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so they can help with the removal of any clothing.

Wet/soiled clothing will be put into a bag so that they can be sent home.

The bag should be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste.

Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.

Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the Reception room to continue with their activities/play.

The bin should be emptied collected as part of the usual refuse collection service as this waste is not classed as clinical waste.

## Appendix 2

### Intimate Care Safeguarding Procedures

- Staff will discreetly inform other key workers that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: - what personal care tasks were carried out - by who - the time and date it was completed (Appendix 2)
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- If necessary, Staff will be specifically trained in the area of Intimate/Personal care for children with specific needs.
- Staff must read and sign to agree to the Intimate Care policy and risk assessment.

# Rectory Farm Primary School



## Appendix 3

### Rectory Farm Primary School Intimate Care Agreement

Childs name.....Class.....

1. I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
2. I will provide the setting/school with spare nappies or pull ups, wipes and a change of clothing
3. I understand and agree the procedures that will be followed when my child is changed at school
4. I agree to inform the setting/school should the child have any marks/rash
5. I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
6. I understand that I will be asked to collect my child from school if my child shows symptoms of illness or indications of ill health.
7. I agree to review arrangements should this be necessary
8. I understand that if my child refuses staff assistance I will be called and asked to collect or change my child into a clean clothing.

Signed: ..... (Parent/Carer) Date.....

Name (print).....