St Barnabas CE Primary Academy

EARLY YEARS INTIMATE CARE POLICY

Document Name	**Intimate Care Policy**
Document written by	**F Cole**
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Responsibility	**Early Years Lead**
Approved by	**St Barnabas LAB**

***subject to any relevant changes in legislation or other appropriate guidelines**

Contents

1. Legal framework
2. What is intimate care?
3. Roles and responsibilities
4. Procedures for intimate care
5. Parental engagement
6. Safeguarding procedures
7. Monitoring and review

Appendices

a) Intimate Care Parental Consent Form
b) Toilet Introduction Procedures
c) Parent Notification Form
d) Record of intimate care

Statement of Intent

St Barnabas CE Primary Academy understands the importance of its responsibility to safeguard and promote the welfare of pupils. Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- maintain their dignity.
- are sensitive to their needs and preferences.
- maximise their safety and comfort.
- protect them against intrusion and abuse.
- respect the child's right to give or withdraw their consent.
- encourage the child to care for themselves as much as they can.
- protect the rights of all others involved.

1. Legal framework

1.1 This policy has due regard to the relevant legislation, including, but not limited to, the following:

- ✓ Equality Act 2010
- ✓ Safeguarding Vulnerable Groups Act 2006
- ✓ Childcare Act 2006
- ✓ Education Act 2002
- ✓ Education Act 2011
- ✓ The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

1.2 This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- ✓ DfE (2022) 'Keeping children safe in education'

2. What is intimate care?

2.1 For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2 Intimate care includes the following:

- ✓ helping a pupil with eating and drinking for reasons of illness or disability
- ✓ body bathing other than to the arms and face, and to the legs below the knee
- ✓ application of medical treatment other than to the arms and face, and to the legs below the knee
- ✓ toileting, wiping and care in the genital and anal areas
- ✓ dressing and undressing

3. Roles and responsibilities

3.1 The Principal is responsible for:

- ✓ ensuring that intimate care is conducted professionally and sensitively.
- ✓ ensuring that the intimate care of all pupils is carefully planned, including the creation of individual plans following discussions with the parent and the child, with input from the SENCO.

- ✓ communicating with parents in order to establish effective partnerships when providing intimate care to children.
- ✓ handling any complaints about the provision of intimate care in line with the school's Complaints Policy.
- ✓ organising annual training for the provision of intimate care.

3.2 All members of staff who provide intimate care are responsible for:

- ✓ undergoing annual training for the provision of intimate care.
- ✓ undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- ✓ liaising with the school to communicate their wishes in regard to their child's intimate care.
- ✓ providing their consent to the school's provision of their child's intimate care.
- ✓ adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

4. Procedures for intimate care

4.1 Staff who provide intimate care will follow the Intimate Care Parental Consent form which will be adhered to at all times.

4.2 A record of intimate care will be kept in the provision. This will be shared with parents at the end of each day via the parent notification form.

4.3 Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no pupil will be left in wet/soiled clothing or nappies.

4.4 Each pupil using nappies/pull ups will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary provided by the parents.

4.5 Staff check changing supplies such as nappies, wipes etc on a daily basis. Parents will be informed via the parent notification form if supplies are running low.

4.6 Prior to providing any intimate care the member of staff helping the pupil must notify another member of staff within the provision that they are going alone to assist a pupil, and must ensure another member of staff is in the vicinity and visible or audible. To protect the privacy and dignity of the pupil, staff should notify others discreetly.

4.7 The changing area is checked daily for any tears and if identified this is addressed immediately.

4.8 Before changing a pupil's nappy, members of staff wash hands in staff sink and dry using disposable paper towels, prior to putting on disposable gloves and aprons.

4.9 Disposable blue roll is placed on the changing table, ensuring it is warm and comfortable for pupils and private from others.

4.10 Soiled nappies are wrapped in a nappy sack / plastic bag before disposal in the nappy bin. This is monitored by the staff and emptied when needed into outside general waste. The blue roll is disposed of in general waste unless soiled. (If soiled follow 4.11)

4.11 Any spillages of faeces or urine is cleaned immediately, wearing PPE (disposable gloves and apron). Paper towels are used to clean up body fluid spills and are disposed of immediately in a plastic bag.

The area is then cleaned with cleaning fluids which fight against both bacteria and viruses.

The disposable gloves, apron and disposable blue roll are added to the plastic bags and tied. Staff and pupil(s) wash hands in soapy water.

The tied plastic bag is disposed of immediately in the outside bin.

4.12 Soiled clothing will be placed in a tied plastic bag and placed in the pupil's personal bag ready to be returned to parents at the end of the session. Parents are informed on the parent notification form.

4.13 There is a constant supply of hot water, liquid soap, paper towels, gloves, aprons and blue roll. This is checked by staff on a daily basis.

4.14 If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Intimate Care Parental Consent form.

4.15 Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get pupils used to using the toilet and encourage them to be as independent as possible. This is shared with parents as part of their induction meeting.

4.16 Toilet paper is available in each cubicle and is checked on a regular basis. This is recorded on the toilet checking chart. Disposable paper towels are available for pupils and staff to dry their hands. This is also checked during the toilet check.

4.16 Pupils will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

5.1 The school will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:

- ✓ what care is required

- ✓ number of staff needed to carry out the care
- ✓ any additional equipment needed
- ✓ The pupil's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions.
- ✓ The pupil's level of ability, i.e. what procedures of intimate care the child can do themselves.
- ✓ Any adjustments necessary in respect to cultural or religious views.
- ✓ The procedure for monitoring and reviewing the intimate care plan.

5.2 The information concerning the pupil's intimate care plan will be stored confidentially in the setting, and only the parents and the designated staff responsible for carrying out the pupil's intimate care will have access to the information.

5.3 The parents of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

5.4 In respect of the above, if no parental consent has been given and the pupil does not have an intimate care plan, but the pupil requires intimate care, parents will be contacted by phone in order to gain consent. This will be witnessed by two members of staff.

5.5 Any changes that may need to be made to a pupil's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care parent consent form.

5.6 Parents will be asked to supply the following items for their pupil's individual storage box:

- ✓ spare nappies
- ✓ wipes, creams etc.
- ✓ spare clothing
- ✓ spare underwear

6. Safeguarding procedures

6.1 The school adopts rigorous safeguarding procedures in accordance with the Safeguarding and Child Protection Policy and will apply these requirements to the intimate care procedures.

6.2 Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

6.3 All members of staff will receive safeguarding training on an annual basis, and receive safeguarding and child protection updates as required, but at least annually.

6.4 All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the pupil in accordance with the school's Safeguarding and Child Protection Policy and the Whistleblowing Policy.

6.5 Any concerns about the correct safeguarding of children will be dealt with in accordance with the Safeguarding and Child Protection Policy including any allegations involving staff.

7. Monitoring and review

This policy will be reviewed annually by the Principal, Assistant Headteacher and Designated Safeguarding Lead, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is September 2026

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

St Barnabas CE Primary Academy
Intimate Care Parental Consent Form

Pupil's name		Date	
Parent's name		Provision Leader	

What is intimate care?	Tick area of need
Nappy changing (wiping and care in the genital and anal areas)	
Dressing and undressing	
Toilet introduction procedures	
Helping a pupil with eating and drinking for reasons of illness or disability (a separate individual medical health care plan will need to be completed with the school's SENDCo)	
Body bathing other than to the arms and face, and to the legs below the knee	
Application of medical treatment other than to the arms and face, and to the legs below the knee (a separate individual medical health care plan will need to be completed with the school's SENDCo)	

As a parent I give my consent for intimate care to be provided for my child linked to their area of need.

I am aware that I will be notified of any intimate care through the parent notification form.

If anything changes linked to my child's intimate care, the consent form will be amended.

Signed Parent/Carer	
Signed by Induction staff member	
Date	

Consent form amended

Signed Parent/Carer	
Signed by staff member	
Date	

Toilet Introduction Procedures

At St Barnabas CE Primary Academy, we encourage all pupils to achieve continence when they exhibit signs that they are ready. Parents will also follow these procedures at home. This is shared with parents during the induction meeting.

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled nappy.
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff or parents will assess the child over a period of two weeks to determine:

- if there is a pattern to when the child is soiled/wet.
- the indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff and parents will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children/siblings as good role-models for this practice.
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet.
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet.
- Ensure that the child can reach the toilet and is comfortable doing so.
- Stay with the child and talk to them to make them more relaxed about using the toilet.
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise.
- Deal with any accidents discreetly, sensitively and without any unnecessary attention.
- Be patient with children when they are using the toilet and use positive language and praise to encourage them.

Parent Notification Form

Name of child:		
Dear Parents,		
Your child's nappy has been changed at		
Your child's clothes have been changed at		
We need you to provide:		
nappies	wipes	cream
spare clothing	spare underwear	
Additional notes (if required)		

Name of child:		
Dear Parents,		
Your child's nappy has been changed at		
Your child's clothes have been changed at		
We need you to provide:		
nappies	wipes	cream
spare clothing	spare underwear	
Additional notes (if required)		

Name of child:		
Dear Parents,		
Your child's nappy has been changed at		
Your child's clothes have been changed at		
We need you to provide:		
nappies	wipes	cream
spare clothing	spare underwear	
Additional notes (if required)		

Record of Intimate Care

Date	Name of pupil	Time	Need	Changed by	Additional notes