



**Rossmere  
Academy**  
ENRICHING EDUCATION

## Intimate Care Policy

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| Lead                        | Headteacher                             |

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There is an expectation that all children are toilet trained and out of nappies by the time they start nursery at the age of 3. This is shared with parents prior to them starting nursery.

At Rossmere we accept that some children may have additional needs and be slower to reach this milestone, therefore we require a plan for how we will support those children to stay clean and safe.

## 1. Aims

This policy aims to ensure that:

- › Intimate care is carried out properly by staff, in line with any agreed plans
- › The dignity, rights and wellbeing of children are safeguarded
- › Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- › Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- › Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## 2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#).

## 3. Role of parents/carers

### 3.1 Seeking parental permission

All parents will be asked to sign consent for occasional intimate care for toileting accidents when their child starts nursery or school, as part of our routine permissions.

For children whose needs are more complex, intimate care will be included as part of their Wellbeing and Care Plan

### 3.2 Creating a care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

### **3.3 Sharing information**

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

## **4. Role of staff**

### **4.1 Which staff will be responsible**

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Staff who may, as part of their role, carry out intimate care regularly will be trained.

No member of staff will be instructed to perform an intimate care task, but where they are happy to they will follow this policy.

### **4.2 How staff will be trained**

Staff will receive:

- › Training in the specific types of intimate care they undertake
- › Regular safeguarding training
- › If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- › The control measures set out in risk assessments carried out by the school
- › Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

## 5. Intimate care procedures

### 5.1 How procedures will happen

Where a child can use the toilet with some degree of independence but may require support from an adult with cleaning or changing underwear, this will be carried out in one of these locations:

- Nursery, Reception or Key Stage 1 children's toilets
- Disabled toilet for all Key Stage 2 children

Where a child needs to be fully undressed, needs a greater amount of cleaning or needs to have a nappy changed this will be carried out in one of these locations:

- Nursery disabled toilet for all children in EYFS
- Main disabled toilet for all children in Key Stage 1 and Key Stage 2

As staffing numbers does not allow for 2 members of staff to be present, the following must apply:

- When supporting a child in the children's toilets this is an open area with other staff and children nearby
- When changing a child's nappy or cleaning them in the disabled toilet, the door must be left slightly ajar and other staff working nearby must be made aware that a child is being changed.

Every time an intimate care procedure is carried out this must be recorded on Medical Tracker so that the parent is informed. This helps us to record which adult was involved in the intimate care and any concerns about the frequency.

We will consider how often a nappy must be changed:

- Guidance is that all nappies should be changed approximately every 3 hours. Therefore a child who is brought to nursery in a dry nappy should not need this to be changed during a nursery session.
- A child in full time school or nursery must have their nappy changed at lunchtime. They should not need their nappy changing again before they go home.
- A child's nappy must be changed as soon as staff become aware that it is soiled.

If a child is very heavily soiled it may be more appropriate to shower them in the disabled toilet.

School will be provide:

- Gloves, aprons, nappy bags, changing mats, a nappy bin.
- Spare clothes in case of accidents

If a child needs to be changed regularly and has a care plan, parents must provide:

- Nappies, wipes
- Spare clothes

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.

Soiled nappies will be put into a specialist nappy bin outside nursery that is emptied monthly by PHS.

## 5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to Debbie Anderson (DSL)

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## 6. Monitoring arrangements

This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the Local Governing Board.

## 7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND
- Supporting pupils with medical conditions