

REVIEW DATE: November 2027

Abbot's Hall Primary School



Intimate Care Policy

November 2025

Be The Best That You Can Be

This policy for Intimate Care was written in consultation with the staff of Abbot's Hall Community Primary School. It was then presented to the Governors for approval and adoption.

This policy should be read in conjunction with the Safeguarding Policy.

Rationale:

Most children achieve continence before starting full-time school. With the development of more early years education and the drive towards inclusion however, there are many more children in mainstream educational establishments who are not fully independent. Some individuals remain dependent on long-term support for personal care, while others progress slowly towards independence.

The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit an individual's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act *in locoparentis* are more likely to achieve their full potential.

Every effort should be made to encourage independence before a child arrives at school. Some children achieve independence relatively easily while others may never achieve full independence. Children should not be excluded from everyday educational activities solely because of a manageable condition. Educational settings should plan for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care. Children should be treated with dignity and respect by Carers who are aware of the importance of helping them to develop as far as possible towards independence in personal care.

Aims:

We aim to:

- safeguard the adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for intimate care
- inform parents/carers in how intimate care is administered
- ensure parents/carers are consulted in the intimate of care of their children
- ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one

Definition:

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

Supporting dressing/undressing:

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support:

Children may seek physical comfort from staff (particularly children in Foundation Stage Classes). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If staff are in any doubt over these guidelines or an incident occurs to which they need to respond, then they should refer to the school's Safeguarding Policy.

Medical procedures - See 'Supporting Children with Medical Conditions' policy:

If it is necessary for a child to receive medicine during the school day (i.e. the child needs a dose 4 or more times in one day, prescribed by a doctor) parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Headteacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that everyone in school is safe. Medicines should be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available such as inhalers.

Soiling and Wetting:

In the event of wetting, a child can change themselves in a toilet cubicle. The child should be given spare underwear, a plastic bag, and offered either their PE trousers or other spare clothing. This is all kept in the Foundation Stage toilet area. Staff will inform another adult they are supervising and then stay close by to provide reassurance. Parents will be verbally informed at the end of the day. Any spillage in the classroom will be covered with 'sick crystals' to absorb fluid. The crystals will later be cleared up and the area cleaned by Caretaking/Cleaning staff.

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents should sign a permission form as children begin at Abbot's Hall School so that staff can clean and change their child in the event of the child soiling themselves (Appendix 1). Once the child is returned to class, the staff member involved should complete an Intimate Care Incident Form (Appendix 2). This is to be given to the parent at home time and signed. By sharing a form with the parent it should be possible to keep the conversation discrete and less embarrassing for parent and child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If intimate cleaning is necessary 2 adults should be present. Any member of staff could reasonably be expected to do this task.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation. The accessible toilet in The Lodge may offer more space and privacy.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- Any used wipes should be placed in a plastic bag, and placed in clinical waste bin.
- There is a clinical waste bin in The Lodge accessible toilet.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If parent/carers are unable to attend, the Headteacher will make a decision accordingly taking into consideration the needs of the pupil.

Hygiene:

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff:

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary, and to complete procedures together.
- Allow the child, wherever possible, to express a preference to choose his/her carers
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children:

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Abbot's Hall Primary School are CRB/DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. It is not appropriate for volunteers/parent helpers or supply teachers to carry out intimate care procedures.

Monitoring and review:

This policy is monitored by the SLT and the governing body. It will be reviewed every two years or before if necessary.

Signed:



Position: Headteacher

Signed:

E. Scrivener

Position: Phase 1 Leader

Date: November 2023



Permission form for the Provision of Care
(To be filled out before starting in Foundation Stage)

If a child wets or soils themselves while they are at Abbot's Hall School it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay. Abbot's Hall Primary School has an Intimate Care Policy which is available to view on our website, or ask for a copy from the office.

Please fill out the permission slip below stating your preference.

Yours sincerely
Mr D Pettitt
Headteacher

Name of Child.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Abbot's Hall Primary School.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Print Name:.....

Appendix 2



Intimate Care Information

Child's Name Class

Date..... Time.....

Dear Parent / Carer

As part of the school policy in keeping parents informed of anything which may affect their child, I would like to draw your attention to the following incident which occurred today.

Incident:

School Response:

Signature of person dealing with the incident:.....

Signature of Parent.....

If spare clothes were needed and have come home to you, we would be very grateful if you could return these to us. Many thanks.

The school is, of course, happy to discuss this further with you if you so wish.

Yours sincerely,

Mr D Pettitt
Headteacher