

Intimate Care Policy

Date: September 2026

Review Date: September 2029

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We aim high in our hearts and minds as we blossom in God's garden.

Blessed is the one who trusts in the Lord and whose confidence is in Him. They will be like a tree planted by water... and never fail to bear fruit. – Jeremiah 17:7-8

1. INTRODUCTION

The purpose of this policy is:

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

2. PRINCIPLES

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self- esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. 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

4. SUPPORTING DRESSING/UNDRESSING

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

5. PROVISING COMFORT OR SUPPORT

Children may seek physical comfort from staff (particularly children in the early years). 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 needs 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.

6. MEDICAL PROCEDURES

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with Mr Heathcote, Mrs Mackenzie or Mrs Warrington before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Schools will never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

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 Head Teacher 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 anyone in school is safe. Medicines should generally 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.

7. SOILING

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 who have children in early years may sign a permission form so that the staff can clean and change their child in the event of the child soling themselves. This form will also cover intimate care while the child is in KS1. As the child grows up and moves into KS2, parents would be contacted on an individual basis, should any intimate care be needed.

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 a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted the Head of School will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the 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 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
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- 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

8. HYGIENE

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

9. 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
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

10. 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 Shocklach Oviatt Church of England Primary School have an enhanced DBS check. This is completed prior to a staff member starting. The DBS check is designed to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers or students to carry out intimate care procedures.

11. INDIVIDUAL INTIMATE CARE PLAN

Teachers/key people will create an intimate/personal care plan for children who require regular changing. This will be written and agreed by parents and staff and signed by both.

Date of Policy: September 2026

Reviewed: September 2029

PERSON RESPONSIBLE FOR POLICY:	***MICHAEL HEATHCOTE***
APPROVED:	
SIGNED:	
TO BE REVIEWED:	**MARCH 2029**

Appendix A

Permission Form for the Provision of Intimate Care

If a child wets or soils themselves while they are in nursery, reception, Year 1 and Year 2, 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.

Shocklach Oviatt C of E Primary School has an Intimate Care Policy which is available to view on our website (www.shocklachoviatt.cheshire.sch.uk), or ask for a copy at the office.

Please fill out the permission slip stating your preference.

Yours sincerely

Mrs C D Mackenzie

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Intimate Care Permission Slip

Name of Child: …… Class:……..

Please delete one of the following statements:

* I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Shocklach Oviatt C of E Primary School in nursery, reception, Year 1 and Year 2.

* 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:……..

Appendix B

Intimate Care - Daily Log

Date	Child	Age	Male (M)/ Female (F)	Incident / Action	Staff Member/s