

OAKWOOD JUNIOR SCHOOL

Intimate Care Policy

‘Every child is a learner and can achieve’.



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Approved by:	LGB
Date Approved:	13 th July 2021
Checked	23/09/25
Date of Review:	July 2026
Version:	1

‘Good behaviour is a necessary condition for effective teaching and learning to take place and an important outcome of education which society rightly expects.’ (Education Observed D.E.S)

We as a school consider our equality duties under the Equality act 2010. The general duties are to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

This policy understands the principle of the Act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity.

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Intimate Care Policy



Aims of Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care.

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs.

The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

Approach to Best Practice

Oakwood Junior School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can. This will mean, for example giving the child responsibility for washing and dressing themselves.

Staff will receive training prior to carrying out any Intimate Care.

Individual intimate care plans will be drawn up for particular children as appropriate (see appendix 1) to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

The Protection of Children

Oakwood Junior Schools safeguarding procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes

recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount.

If a child makes allegations against a member of staff, necessary procedures will be followed. (See Oakwood Junior School Safeguarding Policy for further information).

All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. (Unless otherwise stated this will either be the child or the parent.) This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

Health & Safety Guidance

Where appropriate, staff should wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected by the cleaning staff on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

Any requests from the parents for use of medical ointments/creams, which are prescribed by the GP and clearly labelled with the child's name, will be administered by either the child or parent/carer and recorded on the child's care plan. These should not be shared between other children and should be stored in a locked storage facility in line with Oakwood Junior School Medicines Policy.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with children it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take

place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman.

The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

- When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place;
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance;
- Report any concerns to the designated teacher for child protection and make a written record;
- Parents must be informed about any concerns.

Appendix 1: Intimate Care and Toileting Parental Consent Form.



Toileting Plan

Child's name:

Date of plan:

Planned review date:

(The plan should be reviewed annually or more frequently if the child's situation changes)

Name of person completing plan and their role:

Child's/young person's details

Child's name	
Date of Birth	
Year group	
Home address	
School name	
School address	

Family contact information

Name		
Relationship to child		
Telephone number	Home Work Mobile	
Email		

Education contacts

Class teacher	
Special Needs coordinator (if relevant)	
Other support staff in school	

Description of child

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Description of continence problem

Medication

Name of medication. If any medication needs to be taken in school refer to the school's medication documentation.

Management and routine (e.g. details of drinking and toileting routines and goals to be achieved)

Hygiene and help required for personal care

Arrangements for school visits/trips etc

Use and disposal of continence products

Arrangements for soiled clothes and underwear

Reward systems

Possible difficulties that could arise and actions to be taken

Goals for continence management

Goals for the child

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Parent or guardian consent for implementation of above care plan

I agree to a member of staff to care for my child as detailed in the above plan.

First name		Last name	
Relationship to child			
Signed		Date	