



**St Mary's, St John's, BWI and Holy Trinity
Church of England Primary Schools**

**Intimate Care Policy
2025/2026**

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
- To safeguard adults required to operate in sensitive situations
- To inform parents in how intimate care is administered

Principles

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and Keeping Children Safe in Education [2025] to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The intimate care policy should be read in conjunction with the school's:

- Child protection and safeguarding policy and procedures
- Staff code of conduct
- Health and Safety Policy and procedures

Definition

Intimate Care can be defined as any care which involves washing, touching or carrying out a procedure to intimate or personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special educational needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

It also includes the supervision of children involved in intimate care.

The School's Responsibilities

Children in our nursery who are regularly in nappies will have their nappy changed in accordance with the Nappy Changing Procedure outlined in the staff handbook. Staff will work closely with parents to support the process of potty and toilet training.

We expect children to be toilet trained prior to starting in Reception, with the exception of children who have medical or other developmental reasons. Children in Reception or older year groups who require regular assistance with intimate care will have written health care plans adhered to by all staff. These plans will include details of manual handling, personal safety of the child and the carer. Designated staff named in the plan will have been trained in manual handling if necessary.

Where a health care plan is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate health care needs [eg has had an 'accident' and soiled him/herself].

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication [verbal/ symbolic] to discuss their needs.

All children will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

Every 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 needs intimate care.

Wherever possible the pupil's wishes and feelings will be sought and taken into account.

Adults who assist pupils with intimate care will be employees of the school, not students or volunteers and therefore will have the usual range of safer recruitment checks, including enhanced DBS checks.

Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

As an additional safeguard, staff involved in meeting intimate care needs will not usually be involved with the delivery of sex education to the same children, wherever possible.

Regular requirements of intimate care should be planned for and written into the child's care plan. Suggested change

Where possible care should be provided by one person to protect the child's dignity. However, in some cases, two adults may need to be present, for example if they need to operate equipment such as a hoist, the child has a care plan or the child is under child protection.

If one person does provide intimate care, they should inform another staff member in the vicinity of the task being undertaken.

Nappy Changing

The Nappy Changing Procedure is set out below. It has been developed in accordance with families' requests, consistent with children's physical and emotional abilities and in compliance with Ofsted regulations.

Nappy Changing procedure

In order to care for the children's physical needs we ask that parents/carers:

- Make sure that wherever possible children arrive at school wearing a clean nappy or trainer pants
- Provide nappies, wipes and bags (named) for soiled nappies so that if it is necessary to change the child their individual needs can be met.

We will ensure that:

- Children who are regularly in nappies or pull-ups will have their nappy checked regularly.
- If a nappy is wet at this time, the child will be changed. If it is soiled it will be changed immediately on observation.
- Only staff with an enhanced DBS check will be able to change or toilet children.
- There will usually only be one adult available for changing.
- A list of children with toileting requirements is available.
- Children's nappies or pants will be changed in a private, designated area, which complies with Health, Hygiene and Safety regulations. Although this area is private, it is not secret and the member of staff can still be easily heard by other staff members –
 - If the child is wet or has a wet pull-up that needs changing the Reception or Nursery bathroom is a suitable space.
 - If a child is soiled they should be taken to the nappy changing area and the nappy changing procedure followed.
- A child will never be left alone during changing

- Staff will wear clean disposable gloves for each child (disposable aprons are available if they wish.)
- Appropriate hand washing facilities are available for the adult and the child and hands will be washed using bacterial soap and dried thoroughly with a paper towel after completing the procedure
- Dirty nappies/pants will be placed into a nappy sack and then placed into the nappy bin.
- This bag will be removed every day and disposed of in the school bins.
- The child's privacy will be respected at all times during nappy changing
- **Children will always go home with a clean nappy**

Nappy Changing

1. Before beginning any nappy changes all equipment must be ready to hand.
2. Put on gloves and get nappies, nappy sacks and wipes ready
3. Support the child to climb onto the changing table
4. Remove the nappy and clean the child
5. Put nappy, wipes and gloves into a nappy sack
6. Place the nappy sack into the nappy bin
7. Wipe child's and adults hands using a wipe (place in the bin)
8. If requested by the parent/carer apply nappy cream [parent/carer should supply their own cream in a named tub]. Use a clean set of gloves to apply the cream.
9. Put the child in a clean nappy and help them to dress
10. Wash hands thoroughly for at least 10 seconds using liquid soap (child and adult)
11. Spray the changing table using sanitizer spray
12. Leave the sanitizer for 2 minutes and then wipe off using blue paper roll
13. Record the time of nappy change