

Walter Infant School and Nursery

'To be the best I can be'

INTIMATE CARE POLICY

Version	Action	By	Date
1	Approved	FGB	30 th June 2022

Next Review Date: **March 2025 (every 3 years)**



Walter Infant School and Nursery is an equitable, safe, secure and happy place to learn; our children grow as individuals in a stimulating and exciting environment which values respect, empathy, kindness, honesty and resilience.

Our Rationale

Our BIG Curriculum! At Walter Infant School and Nursery, we consider ourselves to be a “**BIG School for LITTLE PEOPLE**”. We have designed a ‘**BIG**’ curriculum to excite, inspire and foster a desire to learn; we want our children to know more about the world around them and to be happy, confident and successful. We will encourage our children to have very positive behaviours for learning and to ask **BIG questions** and for our staff team to support our children in finding authentic, age-appropriate answers to those questions and inspire them to want to know more. Our children will learn through real-life and practical experiences, as well as through wonderful, awe inspiring fiction texts in which they can ‘see themselves’ and exciting and purposeful non-fiction texts. Our children will learn inside and outside the classroom, fulfilling and exceeding the requirements of national age-appropriate curriculums in a stimulating, fun and memorable way.

At Walter Infant School and Nursery, we are committed to providing a meaningful and memorable education for all of our children; considering their personal needs and individual starting points. We want all of our school community to believe in the concept of ‘Lifelong Learning’ and to develop good behaviours for learning, so that everyone is able to tackle challenges positively, to build resilience and to learn from mistakes. We believe that appropriate learning experiences help children to lead happy and rewarding lives; through our teaching we equip our children with the skills, knowledge and understanding necessary to succeed, achieve and to make good choices.

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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 with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are considered
- 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 which 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 Keeping Children Safe in Education [statutory safeguarding guidance](#).

3. Role of parents

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

3.2 Creating an intimate care plan

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

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

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes teachers, Early Years practitioners and Learning Support Assistants.

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.

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 is 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, including those related to COVID-19

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

5. Intimate care procedures

5.1 How procedures will happen

Intimate Care will be discrete but not secluded, with two adults present, even at a distance, to protect the rights of the child and the adults

Procedures will be carried out in washrooms and toilets only; changing mats are available to use on the floor, not on raised surfaces, such as tables.

When carrying out procedures, the school will provide staff with:



- protective gloves
- cleaning supplies
- changing mats
- nappy bags
- bins.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

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

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 the Designated Safeguarding Lead

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 Early Years Foundation Stage Leader and the Headteacher. At every review, the policy will be approved by the Full Governing Body every three years.

The policy and provisions for intimate care, must be revisited twice yearly to ensure best practice.

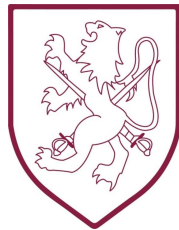
7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- COVID-19
- Health and safety
- SEN
- Supporting pupils with medical conditions



Appendix 1: Template 'Individual Intimate Care Plan'



Walter Infant School and Nursery

INDIVIDUAL INTIMATE CARE PLAN CONSENT FORM

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	



PARENTS/CARERS

Do you mind having a chat when you are being changed or washed?

Signature of child

Date

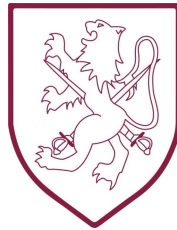
This plan will be reviewed twice a year.

Next review date:

To be reviewed by:



Appendix 2: Intimate Care Consent Form (every child must have a signed consent form)



Walter Infant School and Nursery
INTIMATE CARE CONSENT FORM

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	



PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Name of parent/carer	
Relationship to child	
Date	