



WILKINSON PRIMARY SCHOOL

Intimate Care Policy

Introduction

Intimate care is any care which involves washing, touching, or conducting an intimate procedure (such as cleaning a pupil 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/young people wherever possible. The following policy is a model based on best practice.

Aims and Objectives

Wilkinson Primary School is committed to ensuring that all staff responsible for the intimate care of children will be trained and always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect when intimate care is given. No child will be attended to in a way that causes distress or pain.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

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 s/he can. This may mean, for example, giving the child responsibility for washing themselves.

Personalised, intimate care plans will be drawn up for children as appropriate to suit the circumstances and needs of the child.

In the event of a child requiring support with intimate care whilst on a day, or residential visit parents will be required to complete an Intimate Care Plan.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine the intimate care needed. To ensure children's needs are met, two adults will be present when carrying out intimate care routines to protect both the child and the adults involved.

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.

As a basic principle children 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 themselves as they can.

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

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection 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, soreness etc.) they will immediately report concerns as per school safeguarding procedures, informing the Designated Safeguarding Lead.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be investigated, 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 to investigate the matter further.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be agreed and 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. This agreement allows school and parents to be aware of all issues surrounding the task from the outset. Parents/carers are responsible for providing nappies/pull-ups and wipes for their child.

Toilet training partnership with parents/carers

When parents/carers feel their child is ready to begin toilet training, they must inform staff, so that a toilet training support meeting can be arranged. This meeting will provide parents/carers with support and advice for toilet training and will outline an agreed toilet training plan. It is essential that there is positive communication

between home and school to ensure a successful toilet training journey for all children enabling us to support their individual needs. Staff are always available to offer support and advice and encourage families to be honest and open when sharing their experiences with us.

School Readiness

A school readiness survey by early years charity [Kindred²](#) found that 1 in 4 children in England and Wales starting Reception class are not toilet trained. At Wilkinson Primary School we do encourage families to support their child with school readiness by toileting training before a child reaches the Reception year. We do understand that this is not always possible if a child is not developmentally ready or has a medical need and we will endeavour to support these children based on their individual needs.

Continence issues in the classroom impose a considerable pressure on the limited resources available. Time that should be spent supporting the child's teaching and learning is often used to clean and settle the child after an 'accident', resulting in less time available for all those children in the class. Effective management enables school staff to focus on the child's learning and not on continence management.

Health & Safety Guidance

Staff always wear 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 on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

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 pupils 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
- Wear correct PPE – gloves

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.

Extra caution may be needed where a child has previously suffered abuse or neglect. Detailed intimate care plans will be written for such children in liaison with the DSL. In this instance, it may be necessary for the same staff to carry out the intimate care routines so that trust is built between the child and adult.

Review Date: September 2025

Review annually



Intimate/Personal Care Plan

Childs Name:	DOB:
Named Staff supporting child:	
<i>(On some occasions other members of staff throughout school may support)</i>	
Main areas of child's needs:	
Reason for care plan:	
Details of individual plan:	
Parent/Carer to provide adequate nappies/pull-ups/pants and wipes.	
<p>This plan was written by _____ on _____</p> <p>This plan was agreed with parents/carers on _____</p> <p>Review date _____</p>	
<p>Signed (Headteacher) _____ Date _____</p> <p>Signed (named staff) _____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>_____ Date _____</p> <p>Signed (Parent/Carer) _____ Date _____</p>	



T4T's/Nursery Individual Nappy/Toileting Record Chart

Name of child: _____

Date	Time	Notes	Adult

Page number _____



Reception/KS1 Toileting Chart

<u>Date</u>	<u>Time</u>	<u>Name</u>	<u>Comments</u>	<u>Staff Signature</u>



Toilet Training Support Agreement

Child's Name: _____

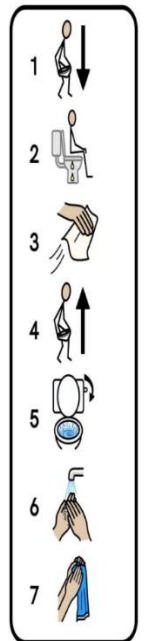
Key Person: _____

Date of meeting: _____

Plan number: _____

***Toilet Training Presentation has been shared and discussed with parent/carer?
Yes/No***

- Will your child be using a potty or toilet at home? potty/toilet
- Is your child is able to pull down/pull back up their own trousers/shorts/skirt?
Yes/No
- Is your child is able to pull down/pull back up their pants? Yes/No
- Can your child sit on the toilet on their own. Yes/No
- Can your child wipe themselves? Yes/No
- Can your child wash their hands independently? Yes/No
- Can your child dry their hands independently? Yes/No



Agreed steps to be taken at home:

Agreed steps to be taken at school:

Child is ready to begin toilet training. Yes/No

I parent/carer of _____ agree to provide the following:

- Regular and truthful updates on toilet training progress
- Pants (lots of spares)
- Spare clothes -including socks
- Wipes

If after several reviews, we feel the child/family require additional specialist support and advice we will signpost you to the appropriate professional.

Signed (Parent/Guardian): _____

Signed (Teacher/Room Leader): _____

Review Date: _____

