



BUCKDEN CE PRIMARY ACADEMY INTIMATE CARE POLICY 2025



The intimate care of our children is central to the aims, ethos and teaching programmes in Buckden Primary Academy and we are committed to developing positive and caring attitudes in our children. It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

'Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' In school this may occur on a regular basis or during a one-off incident.

Buckden CE Primary Academy 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. Buckden Primary Academy recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in any way that causes distress or pain and consent will always be sought prior to any intimate care intervention.

Our approach to best practice

The child 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 he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate 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 for example if a child was soiled or when a more intimate level of care is required. If this is the case, the reasons should be clearly documented on the recording forms. These are located in the disabled toilet door back of the toilet door.

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 taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

DEFINITION OF INTIMATE CARE

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**
2. **Changing or washing a child** who has soiled him / herself
3. Assisting with **toileting** issues
4. Supervising a child involved in **intimate self-care**

5. Providing **first aid** assistance
6. **Providing comfort** to an upset or distressed child
7. **Feeding** a child
8. Providing **oral care** to a child
9. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

** Specific medical training will be given additionally in these circumstances.*

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

The Protection of Children

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc, s/he will immediately report concerns to the appropriate manager/ designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, or does not consent to the intimate care being carried out, parents/ carers will be contacted to provide the care.

If a child makes an allegation against a member of staff, all necessary procedures will be followed involving DSL's.

Assisting a child to change his / her clothes

This is more common in our Foundation Stage/ KS1 classes. On occasions, an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit/ blood on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided.

However, if assistance is required this will be given with the child's consent.

If a child needs to remove underwear the child is given the opportunity to change in private. If staff are concerned in any way that the child is uncomfortable, parents/ carers will be called for and asked to assist their child.

Parents will be informed by staff of the incident when they are collected.

Nappy Changing Procedure

The designated area is in the KS1 disabled toilet. This area has an electronic changing station to assist with lifting and a shower and nappy bin. The change table has instructions of how to use safely next to it and staff must read this and be familiar with

usage prior to using with child on the table.

For the child's dignity, only one adult is needed to change the child however, the door must remain ajar and another staff member will be informed that the child has been taken to change. If the adult, child or parent is uncomfortable with changing the child alone, a second adult will be needed.

When changing a child's nappy, staff members ensure that health, hygiene and safety for the child and themselves is maintained. The member of staff changing a nappy will follow the procedure stated below:

- Explain to child that you are going to assist them in changing their nappy and ask if that is OK.
- Ensure all items needed- nappy, wipes, nappy bag are to hand. Use the child's supplied nappies, wipes. (Staff members need to inform parents / carers of extra nappies and wipes).
- Put on a pair of gloves and optional disposable apron.
- Prepare change table lowering it, asking child to lay on it, raising side rail and raising to suitable height to prevent back injury to adult.
- Depending on child's age, encourage the child to take off their own clothing.
- Take off the used nappy and place it in the nappy sack.
- Clean child's bottom with wipes, ensuring they are clean wiping front to back. Place used wipes in the nappy sack.
- Put clean nappy on
- Once a child's nappy has been changed use an anti-bacterial spray to clean the change table and wipe with paper towels.
- Dispose of used aprons, gloves and paper towels in the bin located on the disabled toilet.
- Staff members will wash their hands.
- Staff members support/ encourage children to wash their hands.
- Complete the nappy changing record sheet

Responsibilities of Staff Involved with Intimate Care

- At Buckden Primary Academy, all staff are DBS checked on application.
- The Headteacher and DSPs must ensure that all staff undertaking the intimate care of children are familiar with and understand the Intimate Care Policy and Guidelines.
- All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
- Intimate care arrangements must be agreed by the school, parents/carer and a signed consent form will be kept in the child's file.
- If a member of staff has any concern regarding the physical change in a child's presentation e.g. marks, bruises, soreness etc, this will be immediately reported to one of the DSL's
- If a staff member has concerns about an intimate care practice they must report this to the Designated Safeguarding Lead. The well-being and dignity of the child will remain paramount at all times during any incident requiring intimate care.

Residential Trips

Residential educational visits are an important part of our school experience. Particular care is required when supervising pupils in this less formal setting.

As with Extra-Curricular Activities, although more informal relationships in such circumstances tend to be usual, staff are still guided by our Child Protection procedures, Intimate Care and Positive Behaviour Policies. Some specific Intimate Care issues may arise in a Residential context. Specific detailed risk assessments are carried out and will include information regarding possible additional intimate care requirements.

Special needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child those with parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

Parent/ Carer Role

In order to achieve a clear understanding of the shared responsibilities of both parents and school we request the following of parents/ carers.

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school/setting with any materials required for medical procedures or spare nappies/underwear, a change of clothing and any prescribed creams
- Understanding and agreeing the procedures that will be followed when their child is cared for at school – including the procedure of any intimate care.
- Agreeing to inform the school should the child have any marks/rashes
- Agreeing to come into school to assist with the changing should their child not consent to the staff members doing so.



To be used for children who may require regular support with intimate care due to medical needs or conditions.

I give permission for _____ to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

I understand this will take place in the disabled toilet area with 1 adult present with the door ajar.

Signed: _____

Date: _____

Appendix 2

RECORD OF INTIMATE CARE

<u>Name of Child</u>	<u>Date</u>	<u>Time</u>	<u>Comments</u>	<u>Staff Involved</u>	<u>Signatures</u>