



**Bishop Aldhelm's C.E.  
Primary School**

*Loved by God; United in Learning*

Headteacher: Scott Tait

Deputy Headteacher: Lizzie Sharpe

*Love, Unity,  
Courage  
and Inspiration*



# Intimate Care Policy



**September 2023 – September 2025**



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## **Intimate Care Policy**

**Date of Policy:** September 2023

**Date to be reviewed:** September 2025

### **Foreword To All School Policies**

The separate document 'Foreword To All School Policies' should be considered as part of every school policy as it places our policies and our work in their full context.

### **Intimate care is part of Child Protection and Safeguarding**

Intimate care is an element of our Safeguarding work. This intimate care policy is also included within our broader Child Protection and Safeguarding Policy. This policy has been prepared for the support of all teaching and support staff who come into contact with pupils who may need assistance and intimate care.

### **Rationale**

It is our intention to develop independence in each child; however there will be occasions when additional help is required. Our Intimate Care Policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our provision of pastoral care. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults, and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident.

Such activities include:

- feeding
- oral care
- washing
- changing clothes
- toileting
- first aid and medical assistance
- the supervision of a child involved in intimate self-care.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

### **Principles of Intimate Care**

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

- Every child has the 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 such views taken into account.
- Every child has the right to have levels of intimate care that are appropriate and consistent

### **School Responsibilities**

All staff working with children are subject to the appropriate Disclosure and Barring Checks as part of safer recruitment process. This includes student teachers on work placement and volunteers.

Only those members of staff who are familiar with the intimate care policy are involved in the intimate care of children.

Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child.

Consent forms are signed by the parent and stored in the child's file. Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Safeguarding Lead (DSL) or the Headteacher.

### **Guidelines for Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with special needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff:

- Involve the child in the intimate care.
- Try to encourage a child's independence as far as possible in his or her intimate care.
- Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.
- Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Make sure practice in intimate care is consistent. As a child may have multiple carers and a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
- Ensure any incidents where a child has received intimate care are reported to parents, for children with a communication book, this should be recorded in here. For all other children, a letter should be sent home.
- All incidents of intimate care should be recorded on the 'School Record of Nappy Changes and Wet/Soiled Clothes' which is located in the Pre-School disabled toilet in the Pre-School and in Foundation. For children in Years 1-6 there is a log in the main office. For children attending Owls and/or Early Bird, there is a log in the small hall.
- Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ASK. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
- Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
- If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling, report it immediately to the DSL or a member of the Safeguarding Team.

- If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to a DSL or a member of the Safeguarding Team.
- Report and record any unusual emotional or behavioural response by the child through logging on My Concern.

### **Working with children of the opposite sex**

There is a 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 female member of staff.

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 partially closed or screens/curtains put in place.
- If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should immediately stop. Try to ascertain why the child is distressed and provide reassurance.
- Report any concerns to the DSL or a member of the Safeguarding Team.
- Parents must be informed about any concerns.

### **Communication with children**

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress, children may communicate using different methods – words, signs, symbols, body movements, eye pointing, etc.

To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

### **Monitoring and review**

This policy should be reviewed every two years in conjunction with the Designated Safeguarding Lead (DSL) and the Safeguarding Governor.

### **Parental Permission for Regular Intimate Care**

Parents are welcome to come and look at the changing facilities.

Please feel free to discuss any aspect of this care with your child's teacher or key worker as you drop off or collect, or if you feel a longer or more private discussion would be helpful please make an appointment to see your child's teacher or the Inclusion Leader at the school office.

Parental views on **CHILD'S NAME** care are welcomed and will be acted on wherever possible.

Additional notes, relevant to **CHILD'S NAME**, regarding **his/her** intimate care (please add any relevant information):

Parent's signature:

Parent's name

Child's name:

Child's class:

Date:



# Bishop Aldhelm's CE Primary School

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Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

Date	Time	Child's Name	Nappy (N) or Pants (P)	Wet / Soiled	Comments (if applicable)	Staff Initials



# Bishop Aldhelm's CE Primary School

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Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

Name \_\_\_\_\_

Date: \_\_\_\_\_

I had an accident at school today and I have wet/soiled (please delete as necessary) my underwear.  
I am wearing

☐  
☐

My own clothes

I needed support to clean myself

☐

school's clothes

Comments (if necessary) \_\_\_\_\_  
\_\_\_\_\_ (staff member's name) Gave me assistance and helped me

Staff member's signature \_\_\_\_\_





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Headteacher: Scott Tait Deputy Headteacher: Lizzie Sharpe

Name \_\_\_\_\_

Date: \_\_\_\_\_

☐

I had my nappy changed today at (time) \_\_\_\_\_

☐

It was wet

☐

It was soiled

☐

I had help to clean myself after I had been to the toilet

Comments (if necessary) \_\_\_\_\_

Staff member's signature \_\_\_\_\_