



St Mary's C of E (VA) Primary School

Working together
in an inclusive Christian environment
to allow every pupil to shine brighter and brighter.

St Mary's is an inclusive school where we believe that all people are of equal value, irrespective of their ethnicity, culture, religion, gender, ability or sexual identity. We recognise and respect differences.

Intimate Care Policy

This policy is GDPR compliant.

Date of issue: May 2020

Last reviewed/adopted: Sept 2023 (Ethos Committee)

Next review date: Sept 2026

Signed: _____

Date: _____

Introduction

These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Intimate care may be defined as any assistance that is required to meet the personal care needs of each child which most people usually carry out by themselves.

Parents have a responsibility to advise staff of the intimate care needs of their child.

Intimate care can include: Assistance with eating, dressing, undressing, toileting and supervision of a child involved in intimate care.

The intention is to encourage each child to achieve their maximum independent self-care.

Procedures for cleaning and changing children

- Appropriate assistance will be given to a child who has wet or soiled themselves.
- Supply staff whom the child does not know, volunteers or visitors will not assist children in intimate care.
- The member of staff who is going to change the child will inform another member of staff of their intention. They will be discretely observed from a distance to ensure all assistance is appropriate.
- If a member of staff is on their own in the class, they will use the red triangle or otherwise to alert another member of staff.
- The child will be taken to the toilet and helped to change his/her clothes as discreetly as possible.
- If the child is unable to clean themselves, the staff member will assist them using appropriate communication.
- Where the child is of an appropriate age and level of understanding, permission should be sought from the child before starting an intimate procedure.
- The child will be made as clean as possible without causing discomfort or distress.
- If a child is reluctant, upset or denies permission their parent will be contacted in order to assist in their child's intimate care.
- When a child has soiled themselves, there may be occasions when another member of staff needs to assist.
- All wet or soiled clothes will be placed in a plastic bag and hung on the child's peg.
- Parents will be informed discretely of the incident and the level of support given.
- A record will be kept by the class teacher.
- Children in nappies will be expected to keep a supply of nappies, wet wipes and nappy sacks in school at all times, otherwise intimate care cannot be carried out by staff.

- A copy of the Intimate Care Policy will be given to the parent of children in nappies. They will need to complete a written permission slip before staff can undertake intimate care for their child. See permission slip in appendix 1.
- Soiled nappies should be put in a nappy sack and then put in the outside bin.
- Any school clothing which is loaned to the child should be washed and returned as soon as possible.

Equipment to assist with intimate care: Stored in the Foundation Stage Unit and the Year 1 classroom

- Plastic aprons
- Gloves
- Non-allergic wet wipes
- Soiled natural waste to be placed in bins (located outside school building).
- Nappy sacks for soiled underwear/clothes
- Alcohol gel

Authorisation form for children wearing nappies/pull-ups

Child's Name

- I give permission for the staff at St. Mary's C of E Primary School to change my child's nappy/pull up when necessary.
- I shall provide nappies, nappy sacks and wet wipes for this purpose and ensure supplies are frequently replenished.
- I agree to change my child at the last possible moment before coming to school.
- I agree to encourage my child's participation in toileting procedures at home.
- I understand I may be called to perform a nappy change or to clean my child.
- I have been shown the Intimate Care Policy.

Signature of Parent

Please print name

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Date

Notes for additional information