"Be the best you can be and let your light shine"

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Intimate Care Policy

This policy represents the agreed principles for intimate care at Lythe CEVC Primary School. This policy has been developed to safeguard children and staff and applies to all staff involved in the intimate care of children. Intimate care may be defined as any activity required to meet the personal care needs of an individual child. Intimate care may include, but is not limited to: feeding, oral care, washing, dressing or undressing, toileting, changing nappies or menstrual care. Intimate care also includes the supervision of a child involved in intimate self-care.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

2. Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence, changing for PE or swimming and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

4. Best Practice

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided. Mobile phones, smart watches and/or cameras must not be taken into the changing area and must be left in a safe place (school office/lockable cupboard) before changing commences.

Providing comfort or support
Children may seek physical comfort from staff (particularly children in Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate.
If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See School Medical Policy)
If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:
• The pupil's name
• Written instructions provided by parents or doctor
• Prescribed dose
• Expiry date: Parents/Carers MUST take note of any expiry date and be made aware it is their responsibility to ensure medicines are replaced promptly.
Medicines should be kept in a secure place usually in the medical cabinet, not accessible to pupils: but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available. Where medicine is regularly given to children as part of their routine care, this should be referenced on the intimate care plan and training should be provided and regularly reviewed.

Wetting and Soiling
If a child wets him/herself the child in the first instance, would be encouraged to wash him/herself and change into a spare pair of pants. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is changed / cleaned. Where possible one child will be catered for by one adult, unless there is a sound reason for having two adults present. Where a child requires considerable support with cleaning, a parent would be contacted. Parents will be given a copy of their child's intimate care log if a member of staff has had to deliver intimate care to their child on the day they delivered it.

Out of school trips, clubs etc.
Employees should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's/establishment's policy and all LA Guidance regarding out of school activities. To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on residentials etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour. Pre-arranged meetings with pupils away from the school premises are not permitted unless specific approval is obtained from the head teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child. If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Protection for staff
Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.
These should include:
• Ensure there are is an agreed intimate care plan in place which has taken into account the views of staff and the pupil and has been shared with parents
• Gaining a verbal agreement from another member of staff that the action being taken is necessary
• Encourage the child to be as independent as possible using verbal instructions and encouragement to develop this
• Where possible support in ways that minimise physical contact – e.g. holding clothing for pupils to step into rather than putting items on them
• Ensure on each occasion the pupil is comfortable with the support being provided
• Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
• Allow the child a choice in the sequence of care
• Be aware of and responsive to the child's reactions
• Full training when giving regular medication as part of routine care.

Protection for children
All staff at Lythe CEVC Primary School are DBS (enhanced) checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers to carry out intimate care procedures.

5. Children with SEND
Some children with SEND may require intimate care beyond early years and throughout school. Where this is required, staff will meet with parents to write a personalised intimate care plan. Where possible, a named member of staff will be responsible for a child's intimate care. **Families of children with SEND in the Early years whose child needs nappy cream to be applied where they can't do it themselves will work with the Class Teacher to create an Intimate Care Plan which outlines the needs and follows safeguarding regulations.**

6. **Intimate Care Log**
If a child receives intimate care during the school day this will be logged on Tapestry for parents to see what intimate care their child has received.

Created: September 2026
Review: September 2026
Next Review: September 2027

Intimate Care Plan

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Name:	Date:	Class:
Name of support staff involved:	Date of record:	
Nature of intimate care required:		
Agreed procedures for administering the required care:		
Resources Required (Provided by the parents/carers		

Support Required	Frequency of Support

Permission for school to provide intimate care

Child's full name	
Male/Female	
Date of Birth	
Parent/Carers full name	
Address	

Permission for school to provide intimate care

I understand that; I give permission to the school to provide appropriate intimate care support to my child. I will advise the head teacher of any medical complaint my child may have which affects issues of intimate care.

Signed_____

Full Name_____

Relationship to Child_____

Date_____