St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

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St John and St Nicolas Schools Federation
Intimate Care Policy

1: Rationale

At St John and St Nicolas Schools Federation we understand that children are at different stages of development and, unless there are any medical or developmental reasons why this would not be appropriate, we will work in partnership with parents and carers to support children who are not already trained towards independent toilet training. We would expect the vast majority of children to be toilet trained when they join our nursery class.

Although it is our intention to develop the independence of every child, there will be occasions when additional help is required. 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 including nappy changing
- first aid and medical assistance
- the supervision of a child involved in intimate self-care

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

2: 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.
- Every child has the right to be involved in and consulted on their own intimate care to the best of their abilities.
- Every child has 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.

3: School Responsibilities

- All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers on work placement and volunteers.
- Only those members of staff who are familiar with the intimate care policy, other pastoral care and safeguarding policies of the school are involved in the intimate care of children. They will use good working practices which comply with health and safety regulations.
- Where anticipated, intimate care arrangements are agreed between the school and parents and, if appropriate, by the child.
- An Intimate Care Agreement is signed by the parents/carer and stored in the child's file (see Appendix 1). Only in the case of an emergency, when a parent or carer can't be contacted for verbal permission, would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted on the same day.
- Intimate care arrangements should be reviewed regularly. 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, they must report this to the Designated Leader for Safeguarding and Child Protection (DSL) or their deputies (DDSL).
- An individual Care Plan should be written if a pupil requires regular intimate care beyond the age of 4.

4: Parental Responsibilities

We work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents/carers will be asked when their child first starts at St John's whether or not they have any particular needs or any special words or actions used during their nappy changing procedure or when assisting with toileting.
- Parents/carers understand and agree the procedures that will be followed when their child is changed.
- Parents/carers must sign a consent form granting permission for their child's nappy to be changed. (Appendix 1)
- Parents/carers must provide nappies, nappy sacks, wipes, plenty of spare clothes and sundries that will be used and applied as necessary. It is the responsibility of parents/carers at the end of each session, when their child's bag comes home, to ensure their child has plenty of nappy changing provisions (nappies, nappy sacks,

and nappy rash cream) and several complete changes of clothing, in preparation for their next session.
- Parents/carers understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.

5: 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 educational 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 their 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.
- Care should not be carried out in isolation. Staff should always notify another team member when changing or supporting a pupil. Any door should remain open, whilst still protecting the modesty of the child.
- 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 discreetly and confidentially.
- By the age of 3, we would anticipate most children are fully potty trained and would not need regular intimate care, such as pull up changing. If intimate care is still a regular, planned event, an individual care plan should be written. This should be done in consultation with the pupil's parents and any medical professionals involved.
- Any wet pull ups must be double bagged and placed in a bin. Any soiled pull ups should be double bagged and disposed of outside in the school's main bin. Any wet or soiled clothes should be bagged and put in the pupil's bag to go home.
- 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, for example if a child has a Health Care Plan.

- 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 and 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 a DSL/DDSL.
- 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/DDSL.
- Report any unusual emotional or behavioural responses by the child directly to a DSL/DDSL and record on CPOMS.

Each incident of intimate care will be recorded by the adult completing it.
Details will include:

- **What personal task was carried out**
- **By whom**
- **The date and time it was completed**

6: 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.

This policy should be read in conjunction with the following documents:

- SEND Policy
- Child Protection & Safeguarding Policy
- Keeping Children Safe in Education (September 2025) KCSIE 2025
- Working Together to Safeguard Children (DfE) (March 2026) Working Together to Safeguard Children

Appendix 1

St John and St Nicolas Schools Federation

Intimate Care Agreement (for new pupils)

In order to best meet the needs of your children when they are with us, we would like to set up an individual agreement between parents/carers and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that children are unable to do for themselves, arising from the child's stage of development.

Intimate care may involve helping with feeding, oral care, washing, changing clothes, toileting including nappy changing, first aid and medical assistance, or the supervision of a child involved in intimate self-care. In most cases at school, intimate care will involve procedures to do with personal hygiene or first aid.

Staff at St John and St Nicolas Schools Federation providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both the children and themselves. All school staff are supported and trained so that they feel confident in their practice. You are welcome to look at our Intimate Care Policy.

Name of child .....

• I give permission to St John and St Nicolas Schools Federation to provide appropriate intimate care to my child.

• I understand that this will generally be carried out by staff from my child's class, but may also be carried out by another member of staff.

• I will contact my child's teacher if there are any issues I would like to discuss.

Signed: ..... Parent/Carer

Date: .....

Signed: ..... Designated Safeguarding Lead (On behalf of St John and St Nicolas Schools Federation)

Date: .....