Intimate Care Policy

Version Number	Version Description	Date of Revision
1	Original	Sept 2024
2	Reviewed	May 2025
3	Reviewed	Sept 2025
4	Reviewed	Sept 2026

Rationale

It is our intention to develop independence in each child, however there will be occasions when help in required. Our intimate care policy has been developed to safeguard children and staff.

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 can include:

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

Intimate care is also carried out in accordance with our First Aid policy.

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

WGPS 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.

The Protection of Children

Education Child Protection Procedures will be adhered to:

All children will be taught personal safety skills carefully matched to their level of development and understanding.

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

If a child makes an allegation against a member of staff, all necessary Child Protection procedures will be followed.

The Protection of Staff

All staff should ensure that they work in pairs when dealing with a child who is bleeding or soiled. Parents should always be informed of any soiling incidents. Incidents will be recorded in the Incident and Illness register located in school office.

Health and Safety

Staff should wear plastic gloves when dealing with a child who is bleeding or soiled. Any soiled waste will then be disposed of in the appropriate bag and bin specifically designated for the disposal of such waste.

Special Needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be easily understood and recorded.

Physical Contact

All staff engaged in the care and education of children need to exercise caution in the use of physical contact.

Staff should be aware that even well intentional physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

Pupils in Distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will need to take account of the circumstances of a child's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or another adult in school.

Nappy Changing Procedure

Ward Green Primary School recognises that nappy changing time provides an opportunity to build relationships with children by engaging in conversation and singing songs. This can make changing a nappy more enjoyable for both the child and adult. Where possible the key person will change the nappies of their own key children as and when required. A child's privacy and dignity will be respected at all times. Children must not be changed on a rota basis.

Hygiene and safety are also a priority for staff while changing nappies to ensure this, the following procedure will be followed at all times:

1. Preparation:

Preparation, ensure all necessary equipment is in place prior to changing nappy. The equipment required is:

- Changing Mat
- Nappy and wipes or cotton wool with clean bowl of warm water
- Nappy sack (to be kept out of reach of children)
- Bag for soiled clothing (if presumed needed)
- Clean Clothes (if presumed needed)
- Barrier cream (cream provided by parent)
- Gloves and apron to be worn

2. Process:

- Collect child and place child on changing area. Where the child can do this, they are encouraged and supported to do this independently.

- Remove clothes, if soiled place in bag and fasten
- Remove nappy, place in nappy sack or in hands-free bin
- Use wipes / cotton wool to clean child from FRONT to BACK and dispose in nappy sack or in hands-free bin
- Place soiled nappy/nappy sack contents in bin
- Apply barrier cream if required and apply wearing a fresh pair of gloves. Remove gloves and place in hands-free bin without contaminating hands. Put on clean nappy
- Remove apron and place in hands-free bin
- Dress child, wipe the child's hands and adult's hand with clean wipe/sink if available, child taken back to play area

3. Clean Down

- Clean the changing area, spraying the area with COSHH assessed anti-bacterial spray and wipe the area down with a disposable roll and place in bin.
- Adults wash hands thoroughly
- Record nappy changing on nappy changing form
- Any items, resources or toys handled by the child during nappy changing, will be put aside for sanitising
- All children's nappies are checked on arrival and are routinely checked throughout the session
- If a child moves rooms at certain times of the day, nappies will be checked prior to the child moving

4. Barrier Cream

- The parent/carer is to supply the school with their preferred barrier cream which will be clearly labelled with the child's name. If cream is not supplied by the parent, when the nappy is changed, cream will not be applied.

Details of care to be provided:

Consent provided by:

Parent/carer name:

Parent/carer signature:

Agreement signed by:

Parent/carer name:

Parent/carer signature:

Staff Carer names & designation:

Staff carer signatures:

Date agreement to be reviewed:

Review date:

Outcome of review to be recorded:

INTIMATE CARE INCIDENT LOG

Child's Name …….

Date	Time	Bodily Fluid	Staff Member Changing/Assisting Pupil	Other Staff Member present	Comments
		Faeces/Urine/Blood*			
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		Faeces/Urine/Blood*			
		Faeces/Urine/Blood*			
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		Faeces/Urine/Blood*			
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		Faeces/Urine/Blood*			
		Faeces/Urine/Blood*			

- Delete as Appropriate

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