



BEAL VALE PRIMARY SCHOOL

Part of Crompton House CofE Multi Academy Trust

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Intimate Care Policy

Approved by: Governing Body **Date:** March 2025

Last reviewed on: March 2025

Next review due by: March 2028

Beal Vale Intimate Care Policy

Beal Vale Primary School 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. Beal Vale Primary School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas.

Aims

The aims of this document and associated guidance are;

- To provide guidance and reassurance to staff and parent/s
- To safeguard the dignity, rights and well being of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

Our approach to best practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff involved in the intimate care of children/young people will not usually be involved with the delivery of sex education to the children/young people in their care as an additional safeguard to both staff and children/young people involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted.

Staff are sensitive to the needs and maturity of pupils and where appropriate intimate care for pupils will be given by staff of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys, if no male staff are available.

Intimate care arrangements for those pupils with intimate care needs will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of

children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Oldham Local Authority and LSCB 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. s/he will immediately report concerns to the designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

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

Relevant Policies

This policy should be read in conjunction with other school policies:

- Accessibility Plan
- Health & Safety Policy
- Supporting Pupils with Medical Conditions Policy

Appendix 1

Guidance to ensure best practice

Children wearing nappies

When admitting a pupil who is still wearing nappies parents will be provided with a copy of the Intimate Care Policy and be given a Personal Care Plan outlining who will be responsible, within school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task from the outset.

A record will be kept to record who changes a child and how often this task is carried out. Staff will inform another member of staff of the need to change a child and will ensure that there is another member of staff in the vicinity to provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow.

Changing for hygiene purposes

As with pupils wearing nappies a record will be kept to record who changes a child and how often this task is carried out. Staff will inform another member of staff of the need to change a child and will ensure that there is another member of staff in the vicinity to provide reassurance for parents that systems are in place and that schools have implemented procedures for staff to follow. Where frequent changes may be required, for example, due to medical condition, a Personal Care Plan will be drawn up outlining arrangements and responsibilities.

Changing facilities

The dignity and privacy of the child should be of paramount concern. A specially adapted changing area is available in the nursery when appropriate. Unless specified on a Personal Care Plan, the disabled toilet should be used for intimate care needs.

Equipment Provision

Parents have a role to play when their child is still wearing nappies or requires frequent changes. The parent should provide nappies, disposal bags, wipes and change of clothes and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste. These items will be kept in the First Aid room and the Stock room. It is the responsibility of the Teaching Assistants to maintain stock levels and advise the office should further supplies be required. A supply of underwear will also be maintained and the nominated Teaching Assistant will monitor requirements.

Health and Safety

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin is currently contracted to be emptied on a weekly basis. Staff should be aware of the school's Health and Safety policy.

Special needs

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child those with parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

Changing clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. In these circumstances adults should avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. When adult supervision is required for pupils during swimming lessons adults must not change in the same area or shower with children.

Appendix 2

Personal Care Plan

Child's Name..... DOB.....

Male/Female

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

Name of Support Staff Involved.....

Additional information

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

I understand that;

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting

I agree to provide the following equipment: nappies/wipes/disposal bags/change of clothes

- I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care

Name.....

Signature.....

Relationship to child.....

Parent/carers name.....

Address.....
.....

Date.....

Review Date.....

SENCo.....



Individual Health Plan

Name of school/setting

Beal Vale Primary School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Family contact information

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing
support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, storage, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the pupil's educational, social and emotional needs.

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Plan developed with

Staff training needed/undertaken – who, what, when

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I agree that my child’s medical information can be shared with school staff responsible for their care.

Signed by parent or guardian

Print name

Date

Review date