

Amotherby CP School Intimate Care policy



September 2025

Review date: September 2027

This Policy has been written to reflect current legislation and other school policies:

- The Children and Families Act 2014
- Equality Act 2010: advice for schools DfE Feb 2013
- Special Educational Needs and Disability Regulations 2014
- Special Educational Needs and Disabilities Code of Practice 0 – 25 (January 2015) (SEND CoP)
- Schools SEN Information Report Regulations 2015
- Current Statutory Guidance on Supporting pupils at school with medical conditions
- Safeguarding Policy

General Statement

This policy represents the agreed principles and procedures for intimate care throughout our school.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children at our school
- 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 care of their children

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 and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

Our principles

It is vital that every child is treated as an individual and that care is given as gently and as sensitively as possible. Wherever possible, the child should be allowed to exercise choice to allow them the opportunity to provide their opinion about the care they receive. It is essential for staff to consider the child's feelings towards the intimate care provided. Where a child is unable to complete intimate care tasks themselves, the adult delivering the intimate care will communicate what is happening and why. 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 will be consistently maintained.

How will intimate care be carried out at Amotherby School?

➤ Supporting dressing/undressing

It may be necessary for staff to aid a child in getting dressed or undressed, particularly in Early Years or if a child has a particular need. We will ensure that there are at least 2 members of staff present if they need to support a child with dressing and undressing. They will consistently encourage children to attempt undressing and dressing unaided but may step-in when required to support. Where possible, verbal consent from the child will be obtained before any support is given.

➤ Providing comfort or support

Children may seek physical comfort from staff (particularly children in EYFS). 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.

➤ Medication

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. Medicines should be kept in a secure place, 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. For example, Inhalers are kept in classrooms, in a secure and accessible location, with names, expiry dates, and dosages.

Please see our 'medical policy' for additional information

Medical policy:

<https://www.amotherbyprimary.co.uk/attachments/download.asp?file=78&type=pdf>

➤ Sun Protection

Parents are encouraged to apply sun protection cream before school. Where necessary, further applications may be indicated through the day. Children are encouraged to apply this independently but occasionally younger children may need some support to apply to difficult to reach areas (back of neck and back of arms, legs). This is done as a whole class, with all adults present. No sharing of sun cream is permitted and all are named and stored in a secure location.

➤ Wetting and Soiling

If a child wets themselves, the child is encouraged to independently wash and change into a spare pair of pants- children who are unable to do this independently will be supported and

checked by staff (a familiar adult where possible) in order to prevent discomfort and ensure cleanliness. The child's dignity and privacy will be respected at all times.

➤ **Children wearing Nappies**

We aim to provide an inclusive environment which sensitively supports both parents and children with nappy changing and intimate personal care routines. All of the following steps will take place in the designated disabled toilet next door to the Year 2 classroom. This is to provide the maximum privacy and cleanliness possible for the child/ren who require their nappy to be changed. Two members of staff MUST be present whilst the nappy changing procedure is taking place. These members of staff will be DBS cleared and where possible, the child's key person will be one of the adults undertaking the nappy changing procedure. It may also be necessary to involve other healthcare professionals and parents/carers in the procedure, this will be discussed carefully with parents upon the child's entry to Amotherby school.

Procedure for changing a child with a soiled nappy:

1. Staff will wash their hands
2. Staff to wear disposable gloves & apron
3. Wet/soiled nappy will be removed
4. If necessary, the child will be cleaned from front to back and barrier cream may be applied
5. The clean nappy will then be placed on the child
6. Wet/soiled nappies and all cleaning materials will be bagged and disposed of in the sanitary bin provided
7. Staff to remove gloves and apron which must be disposed of immediately
8. The child will return to the classroom/their designated space with their assigned adult
9. Remaining member of staff to clean mat/area with disinfectant spray and wash their hands
10. The procedure will then be briefly logged on CPOMs with a note made of the time, date and staff that were present
11. Upon collection, parents/carers will be informed that their child has had their nappy changed

➤ **Menstrual care**

During the later years of their school career, it may become evident that a child needs support during the time they are menstruating. Wherever possible, the support provided will be verbal and done in a way as to protect the dignity of the child at all times. A range of menstruation products are discreetly available within school. We urge parents and carers to contact the school to discuss how their child and the family can be supported with regards to menstruation.

➤ **Restraint**

There may be occasions where it is necessary for staff to restrain children physically to prevent them from inflicting damage on either themselves, others or property. In such cases only the

minimum force necessary should be used for the minimum length of time required for the child to regain self- control.

Please see our 'behaviour policy' for additional information

<https://www.amotherbyprimary.co.uk/attachments/download.asp?file=333&type=pdf>

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:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to communicate if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care (where possible)
- Be aware of and responsive to the child's reactions

Safeguarding

All staff are DBS (Disclosure Barring Service) checked on application and cannot undertake tasks on site 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 our school. **It is not deemed appropriate for volunteers to carry out intimate care procedures. The intimate care procedures outlined above will always be undertaken by a trained member of staff who has been DBS checked.**

Consent

Parents/carers (or where appropriate the child) must sign a consent form to give permission for more extensive intimate care procedures to be carried out with their child. This form will also record how the child communicates their preferences and how intimate care is carried out at home to ensure as much continuity between home and school as possible.



Intimate care consent form

What is intimate care?

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 and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

Date completed:	My name is (child):		
How I communicate (E.g. words, signs, communication book, body movements, facial expressions, verbal noises):			
During intimate care I like:	How do I indicate that I am happy?		
During intimate care I dislike:	How do I indicate that I am unhappy?		
When I need to go to the toilet/get my nappy changed at home this is what happens:			
When I need to be changed (for example, if I have soiled my clothes) at home this is what happens:			
Which areas of intimate care do you feel your child needs help with (please circle):			
Toileting	Changing their nappy	dressing	menstruation
Is there anything else you feel that we need to know about carrying out intimate care procedures with your child?			
Do you give consent for two members of staff from Amotherby school to carry out intimate care procedures with your child? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Signed _____			
Print name _____			
Relationship to the child _____			

For more information, please refer to our 'Intimate care policy' which can be found on the school website.