



## **The Huntspill Primary School Academies**

### **Intimate Care Policy**

This policy should be taken and used as part of The Huntspill's overall strategy and implemented within the context of our vision, instrument of governance, aims and values .

The Huntspill Primary School Academies:

- plans carefully with the child or young person and family to ensure that intimate care is provided with dignity and respect;
- will always take into account the views of the child or young person and the parents and carers in drawing up an Intimate Care Plan;
- reviews Intimate Care Plans at least annually or more frequently depending on the development of the child, changes in therapeutic or medical needs or at the request of parents and carers;
- Staff working with children and young people requiring intimate care will have enhanced DBS disclosures, access to training in Somerset Child Protection Procedures and Health and Safety training, as appropriate;
- recognises that the provision of appropriate equipment, privacy and respect is vital;
- staff ensure that other children respect the privacy and care of the young person concerned;
- are proud to work in partnership with parents and other professional in providing the best possible care for children who may need personal procedures. The cooperation of parents/carers and professionals in providing information, consent and sufficient personal articles e.g. Nappies, or the relevant medication is crucial to us taking care of your child on an everyday basis.

Parents who are concerned about any intimate care being given in school should contact the Principal immediately.

In providing intimate care The Huntspill Primary School Academies have a due regard to the guidance laid down in the following documents:

- Access to Education for Children with Anxiety, Health and Medical Needs (Managing Medication in School)
- Somerset Child Protection Procedures
- Somerset Health and Safety Procedures
- Somerset Risk Assessment Procedures

### **Nappy Changing**

- No child is excluded from participating in the school or nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Work is carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- Any necessary adjustments are made to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.
- Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

- These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The nursery manager and EYFS Teacher is responsible for ensuring all staff understand and follow these procedures.

### **Procedures**

- Changing areas are warm and there are safe areas for young children to stand/ lay if required if they need to have their bottoms cleaned.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet.
- They should be encouraged to wash their hands and have soap and towels to hand.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and 'pull ups' are disposed of hygienically. Trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

### **Disseminating and Implementing this Policy**

All nursery/ relevant school staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the policy and procedure folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored by staff. If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance management of staff.

### **Good practice in intimate and personal care**

- Getting to know the pupil before working with him/her
- Being aware of any cultural or religious sensitivities related to aspects of intimate care
- Speaking to the pupil by name and ensuring that they are aware of what intimate care is to take place
- Addressing the pupil in an age appropriate manner
- Agreeing terminology for parts of the body and bodily functions that will be used by all
- Respecting a pupil's preference for a particular sequence of care
- Giving clear prompts in an appropriate way to allow the pupil to anticipate and prepare for events eg. show a clean nappy to indicate the intention to change, or a sponge for washing
- Encouraging the pupil to do as much as possible for themselves
- Always seeking the child's permission to carry out a task
- Providing facilities that allow dignity and privacy
- Keeping records as required

Policy review date - 03/07/2025

Reviewed by - Abby Priestley ( AOM)

Cat Riley ( EHPA LL preschool lead)

Samara Johnson ( WHPA LL preschool lead)

Hannah Bakary ( EHPA Dept Head)

Next review date - July 2026

Appendix :

**Record of other agencies involved ( school level )**

Pupil's name:.....

DoB.....

Name/Role	Address/Phone/Email
Parent/Carer	
GP	
School Nurse / Health Visitor	
Continence Advisor	
Physiotherapist	
Occupational therapist	
Hospital consultant	
Educational Psychologist	
Social Worker	

## Toileting plan discussion with parents/carers

Record of discussion with parents/carers

Pupil's name:..... DoB.....

Date of meeting:.....

Persons present.....

Working towards independence Eg. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing Eg. who, where, privacy		
Level of assistance needed Eg. undressing, hand washing, dressing		
Moving and handling needs Eg. equipment, training needs, hoisting equipment		
Infection control Eg. wearing gloves, nappy disposal		
Sharing information Eg. nappy rash, infection, family/cultural customs		
Resources needed Eg. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

**Intimate care checklist (can be used as preparation for plan)**

Planning for intimate care

Pupil's name:..... DoB.....

Admission date .....

	Discussion	Actions
<p><b>Facilities</b></p> <ul style="list-style-type: none"> <li>● Suitable toilet identified?</li> <li>● Adaptations required?</li> <li>● Changing table/bed</li> <li>● Grab rails</li> <li>● Step</li> <li>● Locker for supplies</li> <li>● Hot and cold water</li> <li>● Lever taps</li> <li>● Mirror at suitable height</li> <li>● Disposal unit/bin</li> <li>● Hoist</li> <li>● Other moving and handling equipment</li> <li>● Emergency alarm</li> <li>● Other</li> </ul>		
<p><b>Family provided supplies</b></p> <ul style="list-style-type: none"> <li>● Nappies/pads</li> <li>● Catheters</li> <li>● Wipes</li> <li>● Spare clothes</li> <li>● Other</li> </ul>		
<p><b>School provided supplies</b></p> <ul style="list-style-type: none"> <li>● Toilet rolls</li> <li>● Antiseptic cleanser</li> <li>● Cloths/paper towels</li> <li>● Soap</li> <li>● Disposable gloves/aprons</li> <li>● Disposal sacks</li> <li>● Urine bottles</li> <li>● Bowl/bucket</li> <li>● Milton/sterilising fluid</li> <li>● Other</li> </ul>		
<p><b>Good Practice</b></p> <p>Advice sought from Health professionals?</p> <ul style="list-style-type: none"> <li>● Moving and Handling Coordinator?</li> <li>● Parent/carer views</li> <li>● Pupil's views</li> </ul>		

<ul style="list-style-type: none"> <li>● How does child communicate?</li> <li>● Agree use of language to be used</li> <li>● Preferences for gender of carer</li> <li>● Training required for staff?</li> <li>● Awareness raising for all</li> <li>● staff</li> <li>● Other</li> </ul>		
<p><b>PE issues</b></p> <ul style="list-style-type: none"> <li>● Discreet clothing required?</li> <li>● Privacy for changing?</li> <li>● Other</li> <li>● Specific advice for swimming</li> <li>● From parents/carers</li> <li>● From Health professionals</li> <li>● Moving and Handling Coordinator</li> </ul>		
<p><b>Support</b></p> <p>Designated staff  Back-up staff  Training for back-up staff  Transport  School visits  After school clubs  Toilet management/intimate care plan to be prepared</p> <ul style="list-style-type: none"> <li>● By whom</li> <li>● When</li> <li>● To be reviewed when</li> </ul>		

**Permission for school to provide intimate care**

Pupil's name:.....  
DoB:.....  
Parent/Carer name(s):.....  
Address:.....  
.....  
.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....

**Record of intimate care intervention**

Child's name..... DoB.....

Name(s) of staff involved.....

Date	Time	Procedure	Signature	Comments