



# Hunsley Primary Intimate Care Policy

Version 1.i

<b>Important:</b> This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version of your copy matches that of the document online.	<b>Name and Title of Author:</b>  Lucy Hudson, Headteacher / SENCO
<b>Name of Responsible Committee/Individual:</b>	Hunsley Primary Local Governing Body
<b>Implementation Date:</b>	Spring Term, 2025
<b>Review Date:</b>	Autumn Term, 2026
<b>Target Audience:</b>	All Staff, Parents, Pupils
<b>Read in conjunction with:</b>	Hunsley Primary Child Protection and Safeguarding Policy  Hunsley Primary First Aid procedures  Hunsley Primary SEND Policy  Hunsley Primary Supporting Children in School with Medical Needs

# Intimate Care Policy

## Contents

### SECTION

1. Hunsley Primary Vision, Values and Ethos Statement
2. Introduction, Purpose and Scope
3. Definitions
4. Continence and Self-Care
5. Working With External Agencies
6. Our Approach to Best Practice
7. Designated Staff
8. Health & Safety and Materials
9. Protection of Children
10. Monitoring of the Policy
11. Equality, Inclusion and Diversity
12. Appendix
  - Further information, contacts and guidance
  - Intimate Care Agreement Proforma
  - Intimate Care Records Proforma
  - Poster for display in Intimate Care rooms

## 1. Hunsley Primary Vision, Values and Ethos

### Vision: Our Commitment

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable, confident and creative thinkers and motivated, resilient, problem-solving learners.

#### Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

### Ethos: Our Teaching and Learning

#### Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21<sup>st</sup> Century living and engage them in learning with enjoyment and passion

- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

## 2. Introduction, Purpose and Scope

The purpose of this policy is to outline the expectations of the Hunsley Primary Local Governing Body and Senior Leadership Team regarding the provision of Intimate Care in school.

Hunsley Primary 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. We recognise 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, embarrassment or pain.

## 3. Definitions

Intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas:

- Washing any part of the body
- Dressing/Undressing
- Changing Nappies / Pull-ups / Pads
- Assisting to use the toilet
- Specific intimate medical intervention

In all cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

## 4. Continence and Self-Care

We acknowledge that continence is a key developmental milestone which children usually reach prior to starting school and that at various points, whilst developing their self-care routine and independence, a child may have 'accidents' where they require short-term support with toileting, washing or changing. However, we also recognise that there may be children with longer term continence issues for whom an Individual Health Care Plan (IHCP) may need to be put in place.

Hunsley Primary is an inclusive school and fully committed to working with parents and external agencies to support and provide for all children's needs and where this requires advice or external involvement, we will actively seek and encourage such liaison to meet the needs of the child.

## 5. Working with External Agencies

The school will work closely with relevant agencies as appropriate, for example in the transition from pre-school to school (e.g. Portage) or when there are connected medical requirements (e.g. the continence clinic).

Where specialist guidance is given (e.g. physiotherapy or occupational therapy teams) the school will work with practitioners to provide specifically for the needs of the individual child.

The Family Health Visitor or GP can be contacted to offer support and advice in this area.

The school will also seek out and signpost sources of help, guidance and information for parents to be able to access (see Appendix for some preliminary links which may be useful to families)

## 6. Working with Parents and Carers

For children entering Reception, the school will begin liaison with parents during the spring and summer term via pre-school visits, home visits and meetings with parents as appropriate. During these meetings, it may be deemed necessary for an Individual Health Care Plan, Individual Risk Assessment or Intimate Care Agreement to be drafted and this will be reviewed during the first term of school.

The school will work with parents and carers throughout the child's time in school to meet changing needs.

Where an Intimate Care Agreement is necessary as part of the child's Individual Health Care Plan, school will meet with parents / carers and agree the best steps and outcomes:

### **In agreeing to Intimate Care provision, the Parent agrees to:**

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's and Trust's policies and procedures regarding the administration of medication to pupils in school)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

### **In agreeing to Intimate Care provision, the School agrees to:**

- change your child should the child soil or wet themselves

- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record / monitor the number of times the child is changed or any aspect of intimate care takes place, and any notable details, e.g. rashes
- share with parents any marks or rashes seen whilst changing

## 7. Our Approach to Best Practice

The management of all children with intimate care needs is carefully planned. All staff have annual reminders regarding school practice and procedures.

Where an Individual Health Care Plan has been completed and an Intimate Care Agreement signed off, key staff will be alerted to this agreement and will be designated as the lead carer for that specific child. They will be guided by their knowledge and understanding of the best practice as outlined in this Policy, as well as their knowledge and understanding of the child.

Where no Intimate Health Care Plan or Intimate Care Agreement has been signed, due to changing not being a recurring need, the member of staff who delivers intimate care will be guided by their knowledge and understanding of the best practice as outlined in this Policy.

We recognise that it is important to be considerate of children and their families as individuals, knowing that every family will have their own way of doing things, their own names for body parts etc. Cultural, ethnic and religious differences may affect what is or is not appropriate and where appropriate, staff will seek guidance and clarification, as well as respecting the wishes of the individual child.

Our approach to changing and care means that we promote independence by encouraging and allowing a child to manage their own self-care as much as is possible, developing a supportive or reassuring role. 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.

If a child is fully dependent on the staff member, we ensure that staff talk with them about what they are doing and give them choices wherever possible. We also ensure that we communicate with the family and child to establish preferred methods or approaches.

Guidelines for staff involved in the process as detailed below are displayed in both designated changing areas. Staff are directed to follow these guidelines:

- Check that you have all the items you need before you begin the process of Intimate Care
- Where possible, the child should remain standing for the change to take place.
- Put on a disposable apron for the process.
- The gloves provided should be worn.
- Use the wipes provided to wipe the child. If the child is capable of wiping themselves, please supervise them to do so. Dispose of wipes in a nappy bag.
- Talk to the child as you are changing them and explain what you are / they are doing.

- Check that the child is comfortable.
- If a prescribed cream is being used, apply carefully and according to instructions, again explaining what you are doing.
- Dispose of wet / soiled nappies, pads or pull-ups in a nappy bag and place in the designated bins.
- Double wrap soiled or wet clothing in bags and store temporarily in the Intimate Care or Shower Rooms before handing back to parents at the end of the school day.
- Staff member to ensure the changing space is cleaned and disinfected.
- Child and adult to clean hands in warm, soapy water and dry.
- Complete paperwork records and store securely, ensuring these are then passed onto administrative staff accordingly
- Return the child to their classroom or learning activity.
- Notify Administrative Staff of any depleting care resources.

## 8. Designated Staff

Staff who provide regular or specific intimate care are trained to do so (all staff undergo Child Protection and Moving and Handling training) and are fully aware of best practice through school Briefings and annual CP updates.

It is usually the member of support staff allocated with the class group or individual child who will carry out the Intimate Care. All Hunsley Primary TAs and Teaching Staff receive the same overarching guidance to the policy and procedures. Where an Individual Health Care Plan or Intimate Care Agreement has been completed, a named member of staff will be included in this plan, with the understanding that an appropriate alternative member of staff may be called upon to carry out this care when necessary. If this alternative staff member requires support, they are encouraged to request this and it will be provided.

Supply staff are not permitted to carry out personal care for a child. Volunteers or individuals on work placement will not be involved in supporting children in this area of care and this is covered in the initial Volunteers' Induction.

At lunch and breaktimes, where the designated member of staff is not available, the most appropriate staff member (teacher or TA) will undertake the role.

It is normal practice for only one adult to be involved in attending to a child's personal needs. Staff should ensure that another appropriate adult is informed of the task to be undertaken.

The member of staff undertaking the Intimate Care must record the care given on the designated proforma which provides a record of care given for school monitoring purposes. These records must be submitted to the Administrative Team.

Where there is a specific intimate medical intervention required, the designated member of staff delivering this intervention will be trained to do so. This will be recorded on the Medical Procedures Form.

All staff are accountable for maintaining collective vigilance with regard to the practice of Intimate Care in school as they are for all areas of school Health and Safety.

## 9. Health & Safety and Materials

The Intimate Care / Medical Room is the designated space for attending to a child's intimate care and/or medical needs. There are also shower, toileting and washing facilities in the shower Room in school.

The materials provided in the medical room which will be maintained by the admin staff but it is the responsibility of staff engaged in delivering medical or intimate care to alert the Administrative Staff of the availability of resources or when materials are depleting. Before commencing the Intimate Care, staff should check they have all necessary resources and materials to hand.

Items provided in the Intimate Care / Medical Room include the following:

- Changing table / day-bed
- Changing mat
- Anti-bacterial surface wipes
- Nappy bags
- Carrier bags for clothing
- Spare clothing and underwear (parents/carers are asked to wash the spare clothing and return this to school)
- Hygiene / Medical gloves
- Disposable aprons
- Wet-wipes
- Limited supply of spare nappies / pull-ups
- First aid kit

There is a wall-mounted air-freshener in all medical, care and toilet spaces in school. The area used for changing will be cleaned and disinfected after use by the member of staff attending the child after the child has returned to the classroom or activity.

Parents / Carers of children requiring regular changes of specific nappies / pads / pull-ups are asked to provide these in the child's bag or hand over to staff who will notify the parent / carer when stocks are depleted. In this situation, as part of the child's IHCP, changes of underwear / clothing should be provided by parents.

If a child accidentally wets or soils him-/herself or requires intimate care, they will be attended to in either of the designated areas referred to above. If they accidentally wet or soil themselves in the toilet space / cubicle, the relevant staff team will assess whether it is appropriate to move the child and may carry out intimate care in situ, where this is most appropriate course of action.

If creams or lotions have been prescribed, these should be labelled with the child's name and stored securely.

Staff involved in any intimate care procedure will be expected to wear non-latex, disposable gloves. Aprons provided will be considered appropriate for staff involved in any medical / intimate care if needed and must be disposed of once used.

Wet or soiled nappies will be double wrapped and disposed of via the hygiene bins provided.

Soiled clothes should be carefully double wrapped and bagged up to be returned to parents. These should be stored temporarily in the Intimate Care / Medical Room until the end of the day when they will be handed back to parents.

Staff should use hot water and liquid soap to wash hands in accordance with best practice for hand-washing. Children will also be asked to wash their hands following involvement in intimate care or toileting, in line with the usual school procedure.

Where manual lifting is required, staff will seek specialist advice and act upon the training and advice given. This may involve more than one member of staff supporting the child's intimate care needs at one time.

## 10. The Protection and Access of Children

Child Protection Procedures guidelines must be adhered to at all times.

Where specific needs determine that a child must have access to specialist equipment and facilities, these items will be provided to assist, for example for children who need special arrangements following assessment from physiotherapist/ occupational therapist.

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 or intimate care given. Wherever possible one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Staff are advised to be sensitive to the needs of individual children undergoing developmental changes which may take place in Key Stage 2, such as the onset of puberty and menstruation.

Where regular changes are required, staff should talk with the child and family to familiarise themselves with any specific terms the child or family uses for parts of the body.

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 appropriate senior leader / designated person for child protection or deputy designated person.

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 Child Protection procedures will be followed.

## 11. Equality, Inclusion and Diversity

Hunsley Primary is committed to:

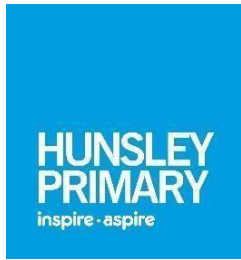
Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.  
Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

## **12. Monitoring application of the Policy**

The Policy will be reviewed every 2 years and brought to the Local Governing Body Policy Review Group. School leaders (e.g. Headteacher, SENDCo, Assistant Headteachers) will carry out checks on procedure and on recordkeeping.

All staff will be required to confirm annually that they have read the school policy for clarification of practices and procedures.

## Appendix



### HUNSLEY PRIMARY INTIMATE CARE PARENT AGREEMENT

In order to best meet the needs of your child when they are with us, and as part of their specific Individual Health Care Plan (IHCP), we would like to set up an agreement between parents and the school with regard to the school's duty of care and application of the Intimate Care Policy.

In accordance with The Education Alliance and Hunsley Primary policy, intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child who has wet or soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed by the Headteacher and SENDCo as competent should undertake the procedure.

Staff who provide specific or regular intimate care at Hunsley Primary are trained to do so (all staff undergo Child Protection and Moving and Handling training) and are fully aware of best practice as outlined in the Policy. Processes are monitored daily and your child's needs will be reviewed with you as part of their IHCP review meetings. Suitable equipment and facilities will be provided to assist with the care of your child.

#### **In agreeing to this Intimate Care provision, the Parent agrees to:**

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's Medicine's Policy)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

#### **In agreeing to this Intimate Care provision, the School agrees to:**

- change your child should the child soil or wet themselves
- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record monitor the number of times the child is changed
- share with parents any marks or rashes seen whilst changing

## **Parent/Carer Intimate Care Agreement**

Please read and sign the consent agreement below and return it to the school.

**Name of Child:**

**Name of Class Teacher:**

**Name of Key Intimate Care Staff\*:**

- I give permission for Hunsley Primary to provide appropriate intimate care to my child.
- I will contact the school if there are any issues I would like to discuss.

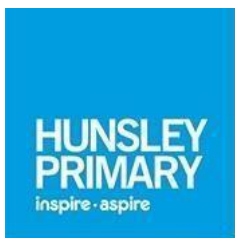
Parent Carer Signature..... Date .....

Intimate Care Staff Signature ..... Date .....

Headteacher Signature ..... Date.....

\*In the absence of the Key Intimate Care Staff member/s, this role will be designated to the most appropriate individual member of staff, paying attention to the child's individual needs.





Child's Name:

## Hunsley Primary Individual Record of Intimate Care

WC = Wet Change SC = Soil Change O = Other (please detail in notes)

Date	Time	Care Given	Staff Initials	Staff Notified	Notes / Follow-up Required



## Hunsley Primary Running Record of Intimate Care

WC = Wet Change SC = Soil Change O = Other (please detail in notes)

Child's Name	Date	Time	Care Given	Staff Initials	Staff Notified	Notes / Follow-up Required

## **Further Agency Information and Guidance**

**SENDIASS:** [Home](#)

Humber NHS for Children and Families

<https://www.humber.nhs.uk/services/children-young-people-and-families/>

**Portage:**

<https://www.portage.org.uk/about/what-portage>

**NHS:**

<https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/>

**Institute of Health Visiting:**

<https://ihv.org.uk/>

**ERIC – Bladder and Bowel Health in Schools:**

<https://www.eric.org.uk/healthy-bladders-and-bowels-at-school>

**Bladder and Bowel UK:**

<https://www.bbuk.org.uk/children-young-people/children-schools/>



## **Hunsley Primary Intimate Care Procedure (See Policy for details)**

### **PLEASE READ AND FOLLOW FOR INTIMATE CARE**

- Check that you have all the items you need before you begin the process of Intimate Care
- Where possible, the child should remain standing for the change to take place. Where not possible, use the designated changing table and mat.
- Put on a disposable apron for the process.
- The gloves provided should be worn.
- Use the wipes provided to wipe the child. If the child is capable of wiping themselves, please supervise them to do so. Dispose of wipes in a nappy bag.
- Talk to the child as you are changing them and explain what you are / they are doing.
- Check that the child is comfortable.
- If a prescribed cream is being used, apply carefully and according to instructions, again explaining what you are doing.
- Dispose of wet / soiled nappies, pads or pull-ups in a nappy bag and place in the designated bins.
- Double wrap soiled or wet clothing in bags and store temporarily in the Intimate Care or Shower Rooms before handing back to parents at the end of the school day.
- Staff member to ensure the changing space is cleaned and disinfected. Dispose of gloves and apron in designated bin provided.
- Child and adult to clean hands in warm, soapy water and dry.
- Complete paperwork records and store securely.
- Return the child to their classroom or learning activity.
- Notify Administrative Staff of any depleting care resources