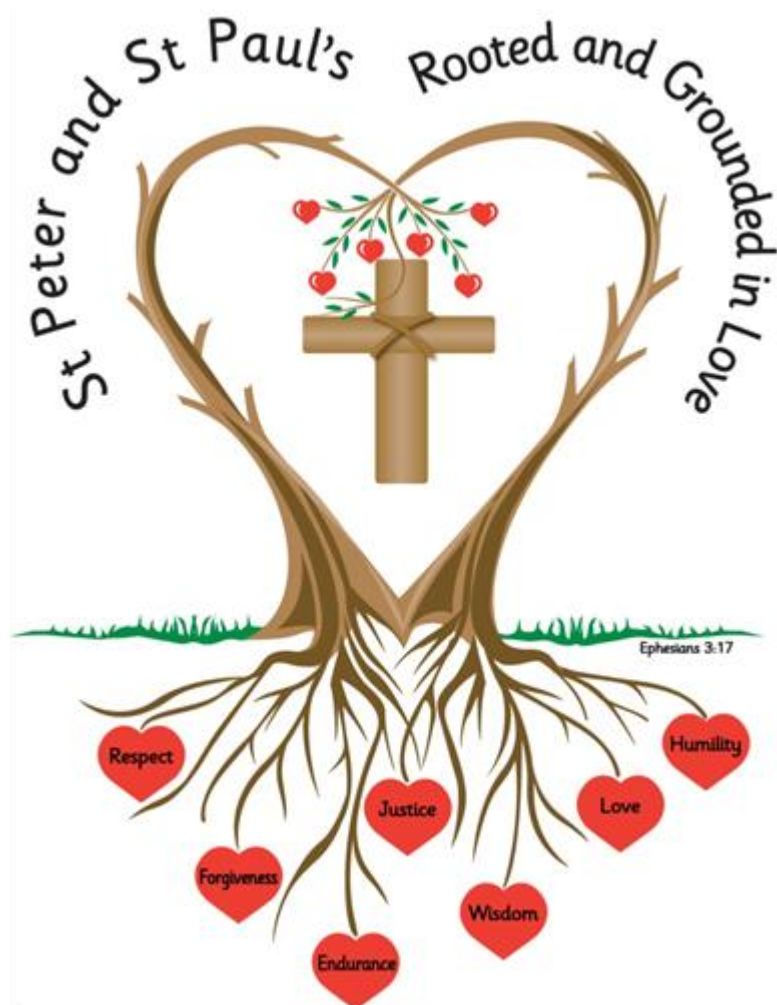




St Peter and St Paul's Church of England Intimate Care Policy

Rooted and grounded in the love of God, St. Peter & St. Paul's Church of England Primary School is a vibrant, inclusive community, where every person is empowered to reach their full potential. Guided by our Christian values and the teachings of Jesus, together, we aim to grow into good citizens of heaven and earth. We strive to cultivate a nurturing environment that inspires everyone to develop a lifelong love of learning, grow in character, and make a positive impact on the world around us, working together to be a good neighbour to all.

1. Aims

We value all the children in our school equally and we recognise the entitlement of each child to receive the best possible education. Within a caring and mutually supportive environment we aim to:

- Build upon the strengths and achievements of the child
- Create an environment in which all individuals are valued, have respect for one another and grow in self-esteem.
- Give equal access to all aspects of school life through academic, social and practical experiences. This will allow all children to experience success regardless of SEN, disability or any other factor that may affect their attainment. This is in so far as it is reasonably practical and compatible with the child receiving their special educational provision and the effective education of their fellow pupils.
- Ensure that effective channels of communication are sustained so that all persons including parents and carers are aware of the pupil's progress and Special Educational Provision (SEP) made for them.
- Assess children regularly so that those with SEN are identified as early as possible.
- Enable pupils with special educational needs to make the greatest progress possible.
- Work towards developing expertise in using inclusive teaching and learning strategies.

2. Objectives

The purpose of this policy is to ensure that all staff responsible for the intimate care of children will undertake their duties in a professional manner. St Peter & St Paul's 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 or pain.

3. Introduction

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. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure (eg the administration of rectal diazepam).

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

4. 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 who provide intimate care are trained to do so (including Child Protection and Health and Safety training in Moving and Handling) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist / occupational therapist as required.

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 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. Where possible, one child will be catered for by one adult, but a second adult should be made aware that intimate care is taking place.

Wherever possible the same child will not be cared for by the same adult on a long-term basis. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Female pupils will only be cared for by female staff. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence.

Intimate care arrangements will be discussed with parents/carers and recorded in a care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staff and equal opportunities legislation.

5. The Protection of Children

Safeguarding procedures will be adhered to. In line with the school's safeguarding policy, if a member of staff has any concerns about physical changes in a child's presentation eg marks, bruises, soreness, etc she/he will immediately report concerns to the appropriate manager / Designated Safeguarding Lead for child protection.

Our Mobile Phone and Personal Electronic Device Policy states that these should not be used when children are present. Our school policy is for all smart watches to be on airplane mode/do not disturb if worn in school and these are not to be used when children are present.

6. Further Guidance

"Working Together To Safeguard Children" 2026

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

7. Children Wearing Nappies

The parent should provide nappies and should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

8. Health and Safety

Staff members will:

- use appropriate PPE e.g. face mask, gloves and an apron during intimate care and ensure a new set of gloves, apron, mask and eye protection to be worn for every nappy/soiled underwear changing.
- change the child in an appropriate place where their privacy can be protected e.g cloakroom when no other children allowed in during changing, disabled toilet
- use a changing mat (if appropriate for a child's needs) and clean it first using anti-bacterial cleaner prior to any changing
- ensure soiled clothing is double bagged and put to one side in an appropriate place for parents to collect.
- ensure soiled nappies /any cleaning wipes are placed in double polythene waste disposal bags which can be securely sealed. This bag should then be placed in the external bin at the front of school.
- dispose of all personal protective equipment in a double polythene waste disposal bag in the appropriate bin (before dressing the child).
- thoroughly clean changing mat /area used e.g sinks using anti-bacterial spray and cleaning cloths.

- ensure their own and the child's hands are washed thoroughly for at least 20 seconds before returning to class.
- ensure parents/carers are informed of all nappy changes/soiling accidents and a record is kept that intimate care has been needed.

9. Care Plan

Where regular intimate care is required, for instance, in the case of a medical need, a care plan will be drawn up outlining the procedures to be used with the individual pupil. This would be determined at the review stage.

10. Pupils in Distress

The school recognises that there may be times when a pupil is distressed and needs to be comforted and reassured and this might 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.

Judgment will need to take account of the circumstances of a pupil'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.

Particular care must be taken in instances which involve the same pupil over a period of time.

Where a member of staff has a particular concern about the need to provide this type of care and reassurance, they should seek further advice from their line manager or other appropriate person.

11. Menstruation

Girls who are in the early stages of puberty may need support from a female member of staff. Where such assistance is required, girls will be provided with sanitary towels and treated sensitively.

12. Physical Education and Other Skills Coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment.

Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

13.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. When changing for physical activity pupils will be supervised. Where pupils are separated by gender, either both groups of pupils will be supervised at the same time, or one adult will move between the two groups to ensure supervision.

14.Out of School Trips, Clubs etc

Employees should take particular care when supervising pupils on trips or a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with their school's policy and guidance regarding out of school activities.

To ensure pupils' safety, increased vigilance may be required when monitoring the behaviour of pupils on trips or after school activities etc

Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless specific approval is obtained from the head teacher or other senior colleague with delegated authority. Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a child.

If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

15.Complaints

The complaint procedure for intimate care mirrors the school's other complaints procedures which can be found on our school website or a copy provided. Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the matter is not resolved satisfactorily parents have recourse to the following:

- discuss the problem with the SENCO
- discuss the problem with the Headteacher

- More serious on-going concerns should be presented in writing to the SEN Governor, who will inform the Chairman of the Governors

Related Policies:

SEND

Medical Conditions

Safeguarding and Child Protection

EYFS

Mobile Phone

Mrs H Crossley SENDCo

Policy Reviewed: September 2026