



INTIMATE CARE POLICY

Contents

Introduction.....	3
Principles	3
Definition.....	3
Supporting dressing/undressing	3
Providing comfort or support	4
Medical procedures	4
Soiling	5
Safeguards for children	5
Hygiene	6
Protection for staff	6
Appendix 1: Permission form for the Provision of Care and Intimate Care	7

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect
- 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 of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be encouraged and allowed to tend to their own intimate toileting needs.

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 is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled or wet him/herself, has vomited, feels unwell or has become dirty or wet

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. This may not be child initiated during adult interventions such as intensive interactions and planned sensory play activities; however, permission will be sought from parents prior to this happening.

When comforting a child or giving reassurance, the member of staff's hands should always be seen, and staff should be aware of safer working practices to ensure their safety and the safety of the child. 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.

Medical procedures

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.

Any member of staff giving medicine to a pupil should check:

- The pupil's name is on the medicine.
- Written instructions are provided by parents or doctor.
- The prescribed dose is administered.
- The expiry date.

Particular attention should be paid to the safe storage, handling, and disposal of medicines.

The Head Teacher has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should be kept in the medical cabinet in the classroom, which is locked and out of reach to the children. They are 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.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents sign a permission form so that the staff can clean and change their child in the event of the child soiling themselves.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a parent/carers or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to change the child's clothing and clean the child in order to aid the child as this becomes a safeguarding issue.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Grasmere Nursery School are DBS checked on application and a risk assessment completed prior to them starting employment if their DBS has not yet be cleared. All new appointments are also subject to a Barred List Check with the police to ensure they are not barred from working with children.

Volunteers or students will not carry out intimate care procedures and they will be notified of this during their induction.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

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:

- The child's key worker or a member of staff who has a good relationship with the child will change the child. If the child does not want a particular adult to change them, another adult will do it and this will be looked in to further.
- Children will be encouraged to be as independent as possible in their self-care.
- Be aware of and responsive to the child's reactions.
- Always tell at least one other member of staff that you are going to carry out an intimate care procedure (changing or cleaning).
- Staff will always record, sign and date when they have changed a child.

Appendix 1: Permission form for the Provision of Care and Intimate Care

To be filled out before starting at Grasmere Nursery School.

If a child wets or soils themselves or becomes dirty or wet while they are attending the nursery it is important that measures are taken to clean and change them as quickly as possible. The staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Please fill out the permission slip below.

Name of Child.....Class.....

By signing below, I give consent for my child to be changed and cleaned by DBS checked staff if they wet/soil themselves, get dirty or wet when in nursery or when they hurt themselves while in the care of Grasmere Nursery School. I understand that a signed record is kept of the date and time each time my child is changed, and this can be viewed at any time.

Signature of Parent/Carer.....

Name of Parent/Carer Date.....

Written by	SLT
Ratified by Governors	3 rd December 2025
Date for Review	December 2026
Signed – Chair of Governors	
Signed – Head Teacher	