Shakespeare

Primary School

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Intimate Care Policy

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What would you like to know?

Table of Contents

Introduction 4

Aims and objectives 4

Procedures 4

Safeguarding children 5

Children wearing nappies 5

Health and safety guidance 5

Special needs 6

Physical contact 6

Introduction

Intimate care is any care which involves changing, washing, touching or carrying out an invasive procedure to intimate personal areas. This may range from changing a soiled nappy to wiping a child's nose. 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.

The issue of intimate care is a sensitive one and requires 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 will always 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. The following policy is a model based on best practice and is used alongside the Leeds LSCB Intimate Care Plan.

Aims and Objectives

At Shakespeare Primary School and Nursery, intimate care routines will be carried out by responsible adults in a professional manner at all times. Children will be treated with respect and with dignity and will be offered privacy during intimate care routines as is appropriate to the child's age.

Procedures

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.

Any child with intimate care needs 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 s/he can. This may mean, for example, giving the child responsibility for washing themselves.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected and one member of staff will change children following the Leeds LSCB guidelines.

Intimate care arrangements will be discussed with parents and the needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

Safeguarding Children

Safeguarding Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school safeguarding procedures. If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed.

Children Wearing Nappies

Any child wearing nappies will have an Intimate Care Plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. The plans will be shared with all practitioners who have the responsibility for the care routine as well as room leaders. Each time intimate care is carried out, an Intimate Care Log must be completed to record any relevant details.

Health & Safety Guidance

Staff should always wear personal protective equipment which includes an apron and gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin will be collected regularly by PHS.

Special Needs and Disabilities

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability of learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan. Children's dignity must be maintained at all times during any intimate care. Children in Reception-Year 6 who need support during toileting must use the Care Suite on the main corridor. This is to ensure of their privacy.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.