ST IVES
HASLEMERE

INTIMATE CARE POLICY

St Ives School – Intimate Care Policy

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Policy Statement

St Ives School believes that there is a need to treat all pupils with respect when intimate care is given. The child's welfare and dignity are of paramount importance. No pupil should be attended to in any way that causes distress or pain. Staff will work in close partnership with parents/carers to share information and provide continuity of care

St Ives School is fully committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. The School will not treat any pupil less favourably on the grounds of disability, sex, gender reassignment, sexual orientation, race, religion or belief, or any other protected characteristic.

The School will:

- Make reasonable adjustments to ensure that pupils with disabilities or additional needs can access intimate care safely and with dignity

- Ensure that intimate care routines do not disadvantage any pupil or lead to less favourable treatment

- Consider cultural or religious factors that may influence intimate care practices and work sensitively with parents to meet these needs

- Ensure that all decisions relating to intimate care are made in the best interests of the child and are compliant with the Equality Act 2010

- Ensure staff understand their responsibilities in promoting equality, eliminating discrimination and fostering positive attitudes

These duties underpin all intimate care arrangements, ensuring pupils' rights, dignity and well-being remain central at all times.

St Ives School seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our provision of information policy, this document is available to all interested parties on our website and on request from the school office.

It is actively shared with all parents of new children into Nursery or Reception (or as appropriate to parents of new pupils at later points of entry) and parents are asked to sign an intimate care consent form.

Policy Aims

To-
• Safeguard the rights and promote the best interests of pupils in the care of St Ives School
• Ensure that all pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
• Safeguard adults required to operate in sensitive situations
• Raise awareness and provide a clear procedure for intimate care
• Inform parents about how intimate care is administered
• Ensure parents are consulted in the intimate care of their children

Every pupil is treated as an individual and care given is done as gently and sensitively as possible. As far as possible, a pupil is allowed to exercise choice and encouraged to have a positive body image. Intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and enhance their self-esteem. Parents and staff are aware that matters concerning intimate care will be dealt with confidentially and sensitively, with the pupils' right to privacy and dignity maintained at all times.

Definition of Intimate care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child after they have soiled themselves) to intimate areas. Some children are unable to do this because of their age, physical difficulties or other special needs. In most cases such care involves procedures related to personal hygiene. In the case of a specific procedure, only staff suitably trained and assessed as competent will undertake this.

Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed, particularly in the Early Years Foundation Stage. Staff always encourage pupils to attempt undressing and dressing unaided.

Soiling

When a pupil needs to be cleaned, staff ensure that:

• An area within the pupils' toilets is cordoned off
• A second member of staff is present to safeguard both the child and member of staff
• Protective gloves and apron are worn
• The procedure is discussed in a friendly and reassuring way with the child at the beginning and throughout the process
• The pupil is encouraged to care for themselves as far as possible, using hand wipes, toilet tissues and paper towels
• Physical contact is kept to the minimum necessary to carry out the cleaning
• Privacy is given appropriate to the age of the pupil and the situation

• Soiled clothing is put in a plastic bag, unwashed, and sent home
• Soiled wipes, paper towels, disposable aprons and gloves are double bagged and disposed of appropriately
• The area is cleared and cleaned

If a parent/carer does not give consent, the School contacts the parents or other emergency contact giving specific details about the necessity for cleaning the pupil. If the parent or emergency contact is able to come within a reasonable timeframe, the pupil is comforted and kept away from other children to preserve dignity. The child will remain fully dressed at all times.

If a parent or emergency contact cannot attend, the School seeks verbal consent from the parent/carer for staff to clean and change the pupil.

If the parent or emergency contact cannot be contacted, the Head of EYFS is consulted and will act in loco parentis in deciding about how the pupil should be assisted.

When touching a pupil, staff are aware of the possibility of invading a pupil's privacy and will respect their wishes and feelings.

Pupils with a medical need, physical disability or other special need resulting in a specific procedure involving intimate care will have a Health Care Plan completed by the child's parent and the SENDCo. The Health Care Plan will give specific guidance and specify the trained adult(s) permitted to provide the care.

Hygiene

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

Protection for Staff

Members of staff are aware of the possibility of allegations and take precautions to avoid risk. These include:

• Gaining verbal agreement from another member of staff that the action being taken is necessary
• Allowing the pupil, wherever possible, to express a preference for the carer and encouraging them to say if they find a carer unacceptable
• Being aware of and responsive to the child's reactions and views
• Ensuring a second member of staff is present throughout the intimate care process
• Recording and reporting concerns about physical changes in a pupil's presentation (e.g. bruising, marks, soreness) to the Designated Safeguarding Lead and following safeguarding procedures

Intimate Care Specific to Under 4's

St Ives School recognises that children under four will require frequent support with personal hygiene and intimate care routines. These include nappy changing, toilet training, toileting, the

application of non-medicated creams (such as emollients), and changing clothing when necessary. Staff also provide comfort and reassurance during nap and rest times, ensuring children feel safe, cared for and respected.

Staff are mindful of the School's Code of Conduct and safeguarding guidance at all times. Cultural, religious and family values are respected, particularly where these may influence care practices or the gender of the carer. Parents are consulted and their views considered.

Parents are asked to give consent regarding intimate care routines for their child/children.

Intimate care routines for children under four are monitored and recorded. A bathroom activity chart is completed after each nappy change including the application of creams where appropriate. Prior parental permission is sought before applying any creams.

Intimate care routines will be undertaken by a familiar adult, usually an EYFS practitioner.

When supporting children with toileting, nappy changing or other bathroom activities, staff notify a colleague before beginning. All intimate care is carried out professionally, sensitively and reassuringly, with the child encouraged to participate as far as possible.

Staff use PPE (gloves, aprons and nappy sacks) and follow hygiene procedures at all times. Bodily fluids and hazardous waste are disposed of in designated yellow sacks in the nursery nappy room. Staff assess risks before managing accidents, calling for assistance or using the spills kit where appropriate. Caretakers may assist with larger spills.

Equipment used for intimate care is cleaned between uses in line with local infection control standards (2011). This includes wiping down toilet seats and changing beds with antibacterial products and following universal hygiene precautions. Waste is disposed of according to local policy, and further guidance may be sought from the Facilities Manager.

Napping and Rest Times

Nap and rest times are managed in line with parental wishes and home routines where possible. A calm and comfortable environment is provided, with appropriate physical reassurance such as stroking hair or holding hands. All interactions follow the School's Code of Conduct.

A sleep area is available at sleep time. Staff maintain a sleep/rest chart recording duration and confirming that each sleeping child is checked at least every 10 minutes.

	DATE	NAME
AUTHORISED		
POLICY REVIEWED	17th November 2025	Jade Vaus
NEXT REVIEW DATE	17th November 2026	

Any data held relating to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.