

Barncroft Primary School



Early Years Intimate Care Policy

Our vision for Barncroft Primary School is to be a hive of learning where everybody challenges themselves and is nurtured to become confident and respectful members of the community with the skills they need to achieve their dreams.

Document Information			
Policy Name:	Early Years Intimate Care Policy	Created by:	HT
Reviewed by:	FGB	Responsibility:	HT
Last Review:	Dec 2025		Dec 2027
Review Cycle:	Biennial	Ratified by FGB:	Dec 2025
Signature (Chair of Governors): 			

Barncroft Primary School understands the importance of its responsibility to safeguard and promote the welfare of children. The school is aware that some learners may require assistance from members of staff with intimate personal care, including toileting, either due to their age and developmental level or as a result of medical needs or a disability. In all instances, effective safeguarding procedures are of paramount importance.

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

The policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

Barncroft Primary respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.
 - Encourage them to be involved with and consulted about their personal care as much as they are able.

- Take into account any religious views, beliefs and cultural values of the learner and their family as far as possible.

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate. Our Early Years team are on hand to offer advice on how to toilet train and they will direct parents to the relevant support (as required). We recognise that all children have different needs and that some children may need additional support due to a medication condition, disability or Special Educational Need. In these cases, parents should contact the Early Years team at the earliest opportunity prior to the child starting in school.

Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

For the purpose of this policy, intimate care is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following:

- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing for PE or swimming

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

The Governors are responsible for:

- Ensuring sufficient staff are trained to meet the needs of their learners.
- Ensuring the policy is monitored and reviewed at least every three years.

SENCO is responsible for:

- Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO.

All members of staff who provide medical intimate care are responsible for:

- Undergoing appropriate training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- ensuring that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's

needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

- Ensuring that they work towards their child achieving the maximum possible level of independence at home.
- Providing their consent to the school's provision of their child's intimate care via Arbor.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.
 - Ensuring school always has required equipment available for their child's intimate care or toileting needs
 - Ensuring that school always has their emergency contact details.

Children are responsible for:

- Being as involved as possible in their intimate care and with their care plan.
- Letting school staff know when they need assistance.
- Letting their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

Staff who provide intimate care will do as and when required, no child will be left in wet/soiled clothing. If a child has had an accident and required changing this will be logged on Tapestry. This will include the date and time of the care, who provided the care and any given care that was different from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy. Spare stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary. Families are asked to provide nappies or pull ups for their children.

Before changing a child, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately. The changing areas are warm and comfortable for the children and are private from others. Hot water and soap are available for staff to wash their hands before and after supporting a child and the changing area will also be cleaned appropriately after use. Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day. Any bodily fluids that transfer onto the changing area will be cleaned appropriately. If a pupil requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the

Administering Medication Policy, and full parental consent will be gained prior to this.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

The information concerning the child's intimate care plan will be stored confidentially, and the parents and the staff responsible for carrying out the child's intimate care will have access to the information. The parents of the child are required to give their consent via Arbor in order to allow staff to carry out intimate care; no intimate care will be carried out without prior parental consent. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent or a request will be made for the parent to attend the setting. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.

For children on an Intimate Care Plan, parents will be asked to supply the following items for their child's use:

- Wipes, creams etc.
- Spare clothing
- Spare underwear

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures. Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children. All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with school policy. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.

FORM 1: Individual Intimate Care Parental Consent Form

This form is to be completed by the EYFS leader and signed by parents. Supporting documentation should be attached to show medical condition, disability or Special Educational Need (e.g. confirmation and details of a formal medical diagnosis).

Name of child:		Name of class teacher:	
Date of birth:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence.

Name of staff member:	
Name of staff member (in the above staff member's absence):	

Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

What actions will be taken if any concerns arise?

What do parents need to provide?

What are the reporting procedures for parents?

I have read the Early Years Intimate Care Policy provided by Barncroft Primary School and I agree to the intimate care plan outlined above:

Signature of parent:		Date:	
Signature of EYFS leader:		Date:	