

ULEY C OF E PRIMARY SCHOOL



INTIMATE CARE POLICY SUMMER 2025

Uley C of E Primary School is committed to safeguarding and promoting the health and welfare of children and expects all staff and volunteers to share this commitment.

We strive to create a nurturing and trusting environment where children feel safe and secure and, one that enables them to develop, learn, grow and flourish.




They are like trees that grow beside a stream that bear fruit at the right time and whose leaves do not dry up. They succeed in all they do. Psalm 1:3

Ethos Statement







We believe that everyone should be given the opportunity and encouragement to be the best that they can be. To this end, we strive to create the right environment, deliver the right content, and embrace new ideas. We apply our school values of trust, friendship, compassion and wisdom to enable every individual to flourish within a moral framework built on Christian values. We believe that this can only be achieved by developing partnerships between pupils, staff, governors, parents and the wider community.

OUR SCHOOL VISION

Live – Learn – Flourish

-  Live: at home, in school, and in our local community
-  Learn: about self, others, and our ever-changing world
-  Flourish: be the best we can be in all that we do

OUR SCHOOL MISSION

-  We give all – pupils and staff – the opportunities and encouragement to be the best that they can be
-  We create an environment that has the right balance of challenge and support
-  We deliver a curriculum that is right for our school, inspiring and motivating all, and embracing new ideas
-  We apply our School Core Values of Trust, Friendship, Compassion and Wisdom in all that we do
-  We develop strong and effective partnerships between pupils, staff, governors, parents and the wider community
-  We strive to ensure that all flourish within a moral framework built on Christian values and the Diocesan vision “I have come that they may have LIFE, and have it to the full”. (John 10:10)

Uley C of E Primary School Intimate Care Policy

This policy represents the agreed principles for ‘**intimate care**’ throughout the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child 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. 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 colleagues, parents and guardians to provide continuity of care to children/young people wherever possible.

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

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, and in such a way that their experience of intimate care is a positive one;
- to safeguard adults required to operate in sensitive situations;
- to raise awareness and provide a clear procedure for intimate care;
- to inform parents in how intimate care is administered;
- to ensure parents are consulted in the intimate care of their children.

Please note that in this policy the term ‘parent’ refers to the person with parental responsibility for the child.

This intimate care policy should be read in conjunction with the school’s policies as below:

- Safeguarding and child protection procedures
- Staff code of conduct and guidance on safer working practice
- Whistle blowing and allegations management
- Health and safety policy and procedures
- Special educational needs policy
- Supporting pupils at school with medical conditions
- Keeping children safe in education

The Protection of Children

Uley School’s Safeguarding Procedure along with the [Gloucestershire Safeguarding Children Procedures Manual](#) 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 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. See *Uley School's Safeguarding Policy* for further information. All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks with a Barred List check will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Approach to Best Practice

Uley School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. 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 themselves as they can. This may mean, for example giving the child responsibility for washing and dressing themselves.

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body.

It is important for staff to bear in mind how they would feel in the child's position. 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.

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. Careful consideration will be given to each child's situation and personal/intimate needs to determine how many carers might need to be present when a child is attended to. However, at least two adults should be in attendance. Wherever possible the same child will not be cared for by the same adult(s) on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

Definition

Intimate care is one of the following:

- supporting a pupil with ***dressing/undressing***;
- providing ***comfort or support*** for a distressed pupil;
- assisting a pupil requiring ***medical care***, who is not able to carry this out unaided;
- cleaning a pupil who has ***soiled him/herself***, has vomited or feels unwell.
- assisting with ***puberty***

Supporting dressing/undressing

The school considers that helping a child with an outer layer of clothing (eg. a sweatshirt or coat) is not to an intimate act and therefore acceptable.

Sometimes it will be necessary for staff to aid a child dressing or undressing (particularly in Early Years) due to an accident, soiling themselves or due to a diagnosed medical condition. Staff will always encourage children to attempt undressing and dressing unaided. If staff are concerned in any way parents will be sent for and asked to assist their child. Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Early Years). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and in the presence of another adult. When comforting a child or giving reassurance, the member of staff must ensure that at no time can the act be considered intimate. 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. If a child requires physical comfort from a member of staff, this should always be in the presence of another member of staff or adult.

Medical Care

Pupils requiring short term and long term medical care involving intimate care, will receive this care in line with the child's 'Care Plan'. Once a child has been diagnosed, the content of any 'Care Plan' will be discussed and agreed with the relevant medical body. Parents as a first option will be asked to provide medical procedures that involve intimate care. If this is not possible, the school will seek the necessary advice from the school nurse in the first instance.

If it is possible for the staff of the school to provide the level of medical care required, the staff member/s will receive the appropriate training. Written permission must be received from the person with parental responsibility before a medical procedure can be carried out.

Soiling

Staff will use common sense when tending to a child who has soiled themselves during the school day. Parents of pupils are asked to send into school, in a labelled bag containing clean underwear for their child. If a child's underwear is changed due to a soiling incident the child will be asked to change their underwear in private and carry out the act themselves as much as they possibly can. Parents will be informed either during or at the end of the day. If a child has a medical condition which is likely to lead to soiling and subsequent regular staff intervention, the parents will be asked to sign a permission form and complete a care plan (appendix 1) so that staff can clean and change the child if necessary.

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 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 or emergency contact cannot attend, the school seeks to gain verbal consent from parents 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 come into some level of physical contact in order to aid the child. 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 and an apron if necessary;
- 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 a minimum in order possible to carry out the necessary cleaning;
- privacy is given appropriate to the child's age and the situation;
- 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.

2.5 Puberty

The school PSHCE and Sex Education curriculum educates children from Reception about differences and changes in the body and puberty. This is taught more explicitly in Year's 5 and 6. The school expects parents to inform a chosen member of staff of these changes. Selected staff will work closely with the parents and children, and ensure respect and dignity at all times. Facilities are available for pupils and support will be given to younger pupils if required.

3.1 Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves. These are stored in the first aid box.

4.1 Protection for staff

Imitate care is something that school staff are familiar with, it is not unusual for staff to support children of all ages with any intimate care needs. Members of staff are given the choice as to whether they are prepared to provide intimate care to pupils. 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:

- gaining a verbal agreement from another member of staff that the action being taken is necessary;
- allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable;
- allow the child a choice in the sequence of care;
- be aware of and responsive to the child's reactions.

4.2 Safeguards for children

All staff at Uley Primary School must have DBS clearance before working in the school. Children's rights to privacy will always be respected when dealing with intimate care issues. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

If a member of staff has any concerns about physical changes in a child's presentation e.g. marks, bruises, soreness etc s/he will immediately report concerns to the Designated Safeguarding Leads Mrs Zoe Mandeville, Miss Laura Davies or Miss Abby Spain.

Please refer to Safeguarding Policy

5.1 Review

This policy will be reviewed every two years or as relevant guidance (including Safeguarding and Child Protection Procedures) dictates to ensure that it is fit for purpose.

Summer 16/Summer 18/Spring 23, Summer 25

APPENDIX 1**Personal Care Plan**

Pupil's name	DOB	School
Reasons for the plan, including diagnosis (the school should have a copy of the diagnosis from the health professionals for reference)		
Details of assistance required:		
What?	When?	
Lead Professional who has responsibility for Intimate care in school <i>e.g. Headteacher, SENCO.</i> Other agencies involved i.e. school nurse, GP Paediatrician:	Who will liaise with parents and how often? <i>e.g. Home / school diary</i> <i>Phone</i>	
Who will support the child? Regular – 1) Back up – 1) 2) 2)		
Facilities and equipment:		
Location of toilet : Any adaptations required? Any equipment required to be listed?		

If toilet training programme list details.	
Who is responsible to ensure that supplies are ordered or available?	Outline disposal.
Training Requirements <ul style="list-style-type: none"> • Intimate care • Safeguarding • Specific individual training • Risk assessments <p>List staff that will be trained to deliver Intimate care and dates of training.</p>	Curriculum implications <i>e.g. PE, Out of school activities, swimming.</i>
How will the plan be monitored and who by?	<p>This plan was completed by</p> <p>Date</p> <p>Date for Review</p>
Are any other agencies involved? Who?	List cover arrangements if staff are off school.

This plan has been agreed by:			
Designation	Name	Signature	Date
Parent/carer			
Headteacher			
SENCO			
Teaching assistants			
Outreach			

Uley C of E Primary School

Consent for Intimate Care

Our policy says:

Intimate care is one of the following:

- supporting a pupil with ***dressing/undressing***;
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- cleaning a pupil who has ***soiled him/herself***, has vomited or feels unwell.
- assisting with ***puberty***

If a child requires intimate care while they are at school it is important that measures are taken to support them, have them changed (and if necessary cleaned) as quickly as possible.

Our staff are experienced at carrying out these tasks if you wish them to do so or, if you prefer, the school can contact you or your emergency contact who will be asked to attend without delay.

Uley C of E Primary School has an Intimate Care Policy which is available to view on our website or ask for a copy at the main desk.

Please fill out the consent slip below stating your preference, and return to school.

.....

Name of Child.....

Please delete as appropriate:

*I give consent for my child to be changed and cleaned by staff if they wet/soil themselves while in the care of Uley C of E Primary School.

OR

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves.

The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to support the child as part of the basic duty of care.

Signature of Parent/Carer.....

Date.....