



CHRIST the KING

CATHOLIC PRIMARY SCHOOL and NURSERY



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Intimate Care Policy

Policy Management

Policy owner	Diocese/HT/Bursar/FGB
Approval level:	FGB
Date of next review	October 2026
Review cycle	Annual
Type of Policy:	Non statutory/ Recommended
Statutory Guidance	See Policy

The term parent/s is used to refer to parents, carers and legal guardians

Introduction

Most children achieve continence before starting full-time school. At Christ the King Catholic Primary School we recognise that all children have different rates of physical and sensory development which can require a personalised approach towards supporting them during their time at school. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life thus achieving their full potential. As such, this policy sets out our aims and procedures for working in partnership with families where children need extra support with continence.

Staff who work with young children or children who have special needs will understand that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Aims of this policy

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Christ the King Catholic Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines, and Safeguarding Children Policy)

Definition of Intimate Care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

- Dressing and undressing (underwear)
- Helping a child use a potty or toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body

Intimate care can also take substantial amounts of time but should be a positive experience for the child. 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 treated with dignity and respect and given privacy appropriate to the child's age and situation.

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Definition of Personal Care:

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation. Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting children to go to the toilet
- Hair care
- Applying Sun cream (Nursery children only)

Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used, will be disposed of
- How wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience
- What the staff member will do if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

Where an additional need has been identified, School, in partnership with Parents will set up a Care Plan Agreement detailing reasonable expectations and each party's responsibilities. Such a procedure should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs. (see Appendix B). This will include:

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school

- Providing the setting/school with spare nappies or pull ups and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- Agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

The school:

Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet

- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements should this be necessary.

Personal Care Procedures

The staff at Christ the King Catholic Primary School will follow agreed procedures to protect both the child and the member of staff (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Safeguarding:

- The normal process for a child (in KS1 and KS2) who needs to be changed after becoming uncomfortably wet/soiled is that two members of staff will be present for changing.
- Nursery pupils will be changed by one member of qualified staff with a DBS. This adult will be either the class teacher or EYP. The adult will always be in sight and sound of another qualified adult when changing a child.

A student on placement will not change a child. Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available

- All staff are suitably checked (DBS) and safer recruitment processes are adhered to
- All staff are up to date with their universal safeguarding training and have refreshers
- All staff are familiar with the safeguarding policy including the section on allegations against staff
- Staff are aware of the recording requirements if changing nappies (Appendix D) and guidelines for intimate care etc.
- If a child soils themselves then they will be supported in a positive manner ensuring their emotional well being is maintained
- Children should be involved as much as possible in their own intimate care. Allowing them to be as independent as possible. This can be for tasks such as removing clothing or washing private parts of a child's body if required. Support the children in doing everything that they can for themselves.
- Staff ensure that other members of the team are aware of the task being undertaken

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- Staff should not undertake any aspect of intimate care that has not been agreed between the setting, parents/carers and child (if appropriate).
- In some instances, in Nursery, it may be appropriate for two members of staff to change/support a child, i.e, if a child gets very distressed, has relevant SEND and sensory needs, or has made an allegation previously.

Monitoring and Review

- This policy will be reviewed annually.
- The SENDCo / Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
It is the SENDCo / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding and Child Protection Policy, Inclusion, and Health and Safety.

This policy has been drawn up in consultation with:

*Vanessa Bingham Head teacher
All teaching staff*

Appendix A

Name of Child:	
Date of Birth:	
Class / Teacher Name:	
Name of person(s) to change the child:	
Name of person(s) to change child if main adult unavailable:	
Care required, preferred style of being changed (lying/standing) and frequency:	
Where changing will take place:	
How does the child communicate the need to be changed: Vocabulary used, gestures.	
Parent's responsibility to provide:	
Special arrangements for trips/outings:	
Additional Information: Including appropriateness of masks.	
Working Towards Independence (where appropriate)	
Child will try to:	
Staff assisting will support by:	

I/We have read the Intimate Care/Toileting Policy provided by Christ the King Catholic Nursey and Primary School. I/We give permission for staff to attend to the care needs of my/our child and are in agreement with the procedures proposed	
Name of Parent/Carer:	
Signature:	
Child (if appropriate)	
Signature:	
Date:	
Review Date:	
Review comments:	

Appendix B

Christ the King Catholic Primary School Intimate Care

Plan Agreements

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed (parent/carer)

The school:

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
 - We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed (school member of staff)

Name: (school member of staff)

Date:

Personal Care Procedure

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT.

Nappy changes should be made by the Key Worker, wherever possible

- A new set of gloves will be put on before the staff member begins to change a child
- The changing mat will be sanitised and a clean nappy, wipes and any other supplies will be gathered before starting to change the baby/child.
- The child will be calmly told what is going to happen at each stage of the nappy change
- The child will be cleaned using the appropriate washing materials, such as wipes or cotton wool and water (supplied by parents).
- The genital area will be cleaned front to back ensuring all soiling has been removed and the area is fully clean.
- The child's individual cream will be applied appropriately as per the instructions.
- A fresh nappy will be put on and a change of clothes if needed. These should be supplied by the parents/carer.
- The baby/child will be made to feel as comfortable as possible by talking and/or singing with them throughout the change.
- The dirty nappy will be bagged and disposed of in a dedicated nappy bin
- All creams etc. will be placed back in the child's bag
- Clothes or reusable nappies, belonging to the child which are soiled by faeces, urine or vomit will be bagged and sent home with the child on the same day.
- If used, the changing mat will be sanitised and the staff member will wash their hands

Christ the King Catholic Primary School
Intimate Care Plan Recording Form

Date & Time	Child's Name	Staff Name	Observation / Notes

Abbreviations:

W - Wet / **UW** - Uncomfortably Wet / **D** - Defecated / **S** - Sore / **R** - Rash