Water Orton Primary School
Intimate and Personal Care Policy

Policy Context

This policy has been developed within the framework of current legislation, policies, and guidelines, alongside the values of Water Orton Primary School. It provides clear guidelines to ensure that intimate care practices promote good practice and safeguard children and practitioners.

Rationale

There are times when children need nappy changes, help with toileting and assistance with changing clothes in Reception. This policy outlines procedures for providing intimate care to safeguard the rights, dignity and welfare of children and staff.

Aims

- To include all children in activities regardless of their ability to manage their personal care.
- To safeguard the rights and promote the welfare of children.
- To provide guidance for staff.
- To reassure parents/carers of our practices.
- To support children in developing independence in personal care.

Definitions

Intimate Care
"Care tasks of an intimate nature associated with bodily functions, bodily products, and personal hygiene, which demand direct or indirect contact with or exposure of sexual parts of the body."
Examples: dressing and undressing, assisting with toileting, cleaning intimate parts, and applying medical or nappy cream.

Personal Care
"Tasks that may not involve physical contact but support personal presentation or hygiene."
Examples: feeding, administering medication, hair care, dressing, washing, and prompting or supervising toileting.

Principles

- All children have the right to feel safe, respected, and valued.
- Staff will be sensitive to individual needs, respecting cultural, religious, or personal preferences.

- Children will be encouraged to participate in their own care to foster independence and self-esteem.

Procedures

1. Parental Consent and Communication

- Written parental consent will be obtained for intimate care tasks such as nappy changing and toileting assistance.
- Parents/carers will be informed of any incidents, unusual observations, or concerns related to their child's intimate care, including marks, swelling, or injuries.

2. Privacy and Dignity

- Nappy changes will occur in the privacy of the bathroom area, with the door open for safeguarding.
- Children will be asked for consent before any care task is performed, regardless of age, to promote autonomy.

3. Individual Care Plans

- For children with medical or developmental needs, an **individual care plan** will be created in collaboration with parents/carers and other professionals.
- These plans will detail the child's needs, preferences, and any adjustments required for cultural or religious practices. Plans will be reviewed termly or as needed.

4. Staffing and Supervision

- Only staff trained and comfortable with providing intimate care will undertake these tasks.
- Where possible, a same-gender staff member will assist unless otherwise agreed with parents/carers.
- Staff will ensure appropriate supervision is maintained, either by sight or sound, to safeguard both children and adults.

5. Health, Safety, and Hygiene

- Staff will wear gloves and masks during nappy changes or toileting support.
- Soiled nappies and materials will be disposed of in designated clinical waste bins.
- Changing mats will be cleaned after each use, and staff will wash their hands thoroughly before returning to other duties.
- Each child will have a labelled box containing nappies, wipes, sacks, and a change of clothes, stored in the bathroom area.

6. Promoting Independence

- Children will be encouraged to help with tasks such as dressing or wiping to develop their skills and confidence.

- Intimate care practices will be adapted as children progress, aiming to reduce reliance on adult support.

7. Safeguarding

- Any unusual markings, discolorations, or swellings observed during intimate care will be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- If a staff member accidentally hurts a child during care, they will reassure the child and report the incident to the DSL without delay.
- All incidents and concerns will be recorded and stored securely in line with safeguarding protocols.

Equality and Inclusion

The school is committed to respecting the diverse cultural and religious practices of children and families. Adjustments will be made to ensure all children feel safe, respected, and valued during intimate care.

Staff Requirements

- All staff working on-site will hold a valid **DBS** check and receive up-to-date safeguarding training.
- Staff will be trained to handle intimate care situations with sensitivity and professionalism.

Monitoring and Review

This policy will be reviewed annually or in response to changes in legislation, guidance, or feedback from parents/carers, staff, or external agencies.

Useful Resources

- *Working Together to Safeguard Children* (2018)
- *Keeping Children Safe in Education* (2019)
- *NSPCC Guidelines*

Policy written and agreed November 2024

Next review Autumn 2025