



St Matthew's Primary School

Intimate Care Policy

Date Policy Written: July 2025

Review Cycle: Annual basis or sooner if required.

Next review date: July 2026

This Policy must be read in conjunction with

- Safeguarding Policy
- SEND Policy,
- Medical Policy
- Health and Safety Policy
- First Aid Policy

Introduction

At St Matthew's we believe all children have the right to be safe and be treated with dignity, respect and privacy at all times. We consider every child as an individual and treat them as gently and sensitively as possible, in order to not cause any form of distress, embarrassment or pain.

This policy sets out clear principles and guidelines on supporting intimate care to pupils in line with;

- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Special Educational Needs and Disability Regulations 2014
- Early Years Foundation Stage Statutory Framework (EYFS) 2024

It should also be considered with specific reference to St Matthew's Safeguarding Policy

Definition of Intimate Care

We believe intimate care is any activity such as feeding, oral care, washing, changing clothes, changing nappies, toileting, elements of first aid, medical assistance, supervising intimate self-care or carrying out a procedure (that requires direct or indirect contact to an intimate personal area) that is required to meet the personal needs of a child regularly or during a one-off incident.

Aims

The aims of this policy are to:

- safeguard the rights of children
- safeguard school personnel trained in intimate care procedures
- work with other professionals and the local authority to share good practice in order to improve this policy

As such St Matthew's will ensure that:

- no child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- no child with a named condition that affects personal development will be discriminated against
- no child who is delayed in achieving continence will be refused admission
- no child will be sent home or have to wait for their parents/carer to administer care due to incontinence
- adjustments will be made for any child who has delayed continence

In addition to supporting children requiring ongoing assistance, intimate care will be provided on an ad-hoc basis where necessary, for example if a child was to have a toileting accident or

has been unwell. The principles of this policy will be followed when providing intimate care, whether regularly or as an isolated incident. This includes encouraging the child to be as independent as possible; helping to maintain the child's privacy and following the best practice outlined below.

Partnerships with Parents or Carers

Where regular Intimate Care is required, the Headteacher, School Medical Officer and staff at St Matthew's Primary School will work in partnership with parents/carers and other professionals to provide care appropriate to the needs of the individual child. They will work together to produce an Intimate Care Plan, acknowledging and respecting any cultural or religious sensitivities that are related to aspects of intimate care. See Appendix for format. The Intimate Care Plan will include:

- what care is required
- the number of staff needed to carry out the task (if more than one person is required, the reason will be documented)
- any staff training that is required
- additional equipment required
- the child's preferred means of communication (e.g. visual, verbal). Agreed terminology for parts of the body and bodily functions
- the child's level of ability i.e. what tasks they are able to do by themselves
- information about regular monitoring and review in accordance with the child's development

Parents and Carers are asked to provide the following;

- spare nappies
- wipes, creams, nappy sacks etc.
- spare clothes
- spare underwear
- any medical supplies that are needed

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care

Best Practice

When intimate care is given, two members of staff will be present to safeguard all parties. However the privacy of the child must be respected and maintained. One colleague will directly support the child and they will explain fully each task that is carried out and the reason for it. This adult will encourage the child to do as much for themselves as they can, lots of praise and encouragement will be given to the child at each step. The second adult will be in close but discreet proximity, to hear the narration of tasks and assist, only if absolutely necessary. All staff working in school must have a DSB check. Staff members are identified to change a child with known needs and they plan and record their work with that child.

Safeguarding

All staff receive safeguarding training as part of the induction process at St Matthew's Primary school. Records of this training are held with the Safeguarding Manager and are regularly reviewed and updated as required.

If a member of staff is concerned about any physical or emotional changes to a child, such as marks, bruises, soreness, distress etc. they will inform the Safeguarding Manager immediately. The Safeguarding Policy will then be implemented.

If a child makes an allegation against a member of staff, the Managing Allegations Against Staff Procedure will be followed, and will be immediately referred to the Headteacher.

Dealing with Bodily Fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely (in the yellow clinical waste bin as appropriate). When dealing with body fluids, staff will wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children's clothing will be double bagged to go home, staff will not rinse it. This will be passed discreetly and directly to the parents/carers and not passed to them via the child. Children will be kept away from the affected area until the incident has been completely dealt with.

Hygiene and Infection Control

All staff maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection and as such will;

- follow basic hygiene procedures
- undertake nappy changing in an allocated room
- be made aware as to how to take precautions to avoid infections
- have access to single use disposable gloves
- have access to hand washing facilities

- wear gloves at all times when dealing with blood or other bodily fluids, or when disposing of dressings or other potentially contaminated equipment

All sharps/needles will be disposed of in an authorised and designated 'yellow sharps box' kept in the medical room.

Recording Intimate Care

A log will be kept by staff of intimate care procedures (such as nappy changing) with the date, time, nature of the procedure and signatures of the adults who implemented the care (see Appendix). These logs will be kept in the classroom and then on a termly basis they will be collected and stored in the medical room. Copies of Intimate Care Plans will also be kept in both the child's classroom and the Medical Room.

Complaints Procedures

We aim to work in partnership with parents/carers to meet care needs within school. Should a parent/carer or pupil be dissatisfied with the support provided we ask that they discuss their concerns directly with staff who will endeavour to address these. If for whatever reason this does not resolve the issue; a complaint can be made via the school's complaint procedure. Any concerns of a safeguarding nature can be made directly to the Headteacher or Senior Leadership Team of the school.



Intimate Care Plan

PARENTS/CARERS	
NAME OF CHILD	
TYPE OF INTIMATE CARE NEEDED	
HOW OFTEN CARE WILL BE GIVEN	
WHAT TRAINING STAFF WILL BE GIVEN	
WHERE CARE WILL TAKE PLACE	
WHAT RESOURCES AND EQUIPMENT WILL BE USED, AND WHO WILL PROVIDE THEM	
ANY ELEMENTS THE CHILD IS ABLE TO COMPLETE THEMSELVES	
HOW PROCEDURES WILL DIFFER IF TAKING PLACE ON A TRIP OR OUTING	
ANY PROFESSIONALS INVOLVED WITH THE CHILD (E.G. MEDICAL PROFESSIONALS, CONTINENCE SERVICE)	
NAME OF PARENT OR CARER	
RELATIONSHIP TO CHILD	
SIGNATURE OF PARENT OR CARER	
DATE	
CHILD	
HOW MANY MEMBERS OF STAFF WOULD YOU LIKE TO HELP?	
DO YOU MIND HAVING A CHAT WHEN THE CARE IS BEING GIVEN? PREFERRED METHOD OF COMMUNICATION	
SIGNATURE OF CHILD	
DATE	

To be shared with staff involved in providing the necessary intimate care

