

WILLIAM AUSTIN INFANT SCHOOL

INTIMATE CARE POLICY

SEPTEMBER 2025

This policy has been discussed with governors and approved by the Governing Body of William Austin Infant School.

Introduction

William Austin Infant School is aware that some children may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the child, or as a result of disability or medical needs. The main aim of the school is to ensure that everyone involved in the intimate care (children and staff) are safe, secure and protected from harm.

Definition

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. In the case of a specialist procedure, only staff suitably trainedⁱ and assessed as competent should undertake the procedure.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all children who need support with their personal care, including toileting and continence management. It also clarifies for children and their families the support they can expect from school and how they will be expected to be involved in the process, both at times whilst their child is at school and whilst their child is at home.

Principles

William Austin Infant School respects our children and encourages them to achieve their potential. This includes encouraging them to be as independent as they can be with their personal care.

We will ensure that our children:

- are treated as individuals
- have their right to safety, dignity and privacy respected
- are involved with and consulted about their personal care as far as they are able
- are provided with consistency of care as far as possible

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate. When children are showing that they are ready to become more independent in their toileting and self-care needs, a member of staff from the school will be in touch with parents on a fortnightly basis (during term time) to discuss how toilet training is progressing and what is in place at home. Contact may also be made during the school holidays by the Family Worker. This is so the school can support children who require intimate care to become independent with their self-care needs as soon as possible.

Appropriate safeguarding checks and trained for specific procedures where necessary

Intimate Care Plan

When children are not able to be fully continent, we will ensure that an Intimate Care Plan is written to ensure their needs are clarified and met. The Intimate Care Policy and Plan will be discussed with parents and they must agree to support the school with the implementation of the plan. Relevant healthcare professionals may also be consulted.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had the appropriate safeguarding checks. There will always be two members staff present to provide intimate care to children. A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the child's behaviour or appearance will be documented and reported to a member of the Safeguarding Team, using reporting procedures in line with the school's Safeguarding Policy.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by trained physiotherapists. If it is agreed in an EHCP or is a recommendation of an outside agency (e.g. Occupational Health Team) that a member of school staff should undertake part of the physiotherapy regime (such as assisting children with exercises) then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. In no circumstances should school staff devise and carry out their own exercises or physiotherapy programme. Any concern about the regime or any failure in equipment should be reported to the school's Inclusion Manager who can arrange contact with the physiotherapy team.

Record Keeping

A written record will be kept in the agreed format every time a child requires assistance with intimate care or has physiotherapy. These records will be available to the parent/carer upon request.

As part of the School's Admissions process, parents will be required to complete an Intimate Care Provision Consent form. Parents/carers will be asked for their permission for the school to provide intimate care in the event of their child having an unforeseen toileting accident and requiring support with cleaning intimate areas. This will be applicable if a regular intimate care plan is not in place. The same procedures will be used as defined in this policy and there will always be two members of school staff present who have had appropriate safeguarding checks when carrying out any intimate care within school.

A record of the intimate care provided will be kept in the Medical Room (this applies to children who do not have an individual Intimate Care Plan). Other records are kept where the children are changed for ease of recording. When an Intimate Care Plan is no longer required, the records are then filed in the Medical Room.

Parents/carers will be notified if their child has soiled /wet themselves and needed to be changed.

Please refer to Appendix 3, 4, and 5.

Parent/Carer responsibilities

- **Children wearing nappies**

Parents are required to sign an agreement outlining the procedure for changing their child during the school day. This agreement allows the school and parent to be aware of all of the issues surrounding the provision of intimate care right from the outset so that appropriate support is made available where possible to meet the child's needs in relation to intimate care.

Parents/carers must ensure that they provide all relevant information including documentary evidence 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.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers must make sure the school always have the required equipment/resources available for their child's intimate care or toileting needs and provide up to date contact details that can be used when assistance from a parent/carer is required.

AGREEMENT RELATING TO PROVISION OF REGULAR INTIMATE CARE

Date of Meeting	
Present at the meeting	
Name of child	
Date of birth	
Name of parent and carer	
Address	
Parent/Carer Contact Telephone Number	
Emergency Contact Telephone Name & Number	

Agreement:

Parents are aware of the Intimate Care Policy.

_____ will arrive at school in a fresh, clean pull up.

- Parents will provide pull ups, wipes and a set of spare clothes to be kept in school.
- School will ensure that aprons, gloves and spare clothes for loan will be available to assist with intimate care and ad hoc accidents. Clothes loaned should be laundered and returned to school as soon as possible.
- The school will make reasonable adjustments to support _____ needs. These include:
 - School staff to invite and encourage _____ to go to the toilet regularly as part of supporting and developing their independent toileting skills;
 - School staff to assist pupils with personal and intimate care in accordance with the policy procedures and in line with their role and responsibilities; a designated clean room will be used for this purpose.
- Safeguarding - two staff members will provide intimate care. **Parents will be called to assist _____ if two members of suitably trained staff are unavailable.**
- _____ will always be encouraged to attempt undressing and dressing unaided.
- **Parents will be contacted to come to school to assist if _____ becomes distressed or is unable to cooperate safely in their personal care.**
- The Intimate Care Log will be completed following each incident.

I understand that the school will contact me or my emergency contact and I will organise for my child to be cleaned and changed if two members of suitably trained school staff are unavailable. I understand that in the event that I (or the emergency contact) cannot be contacted, there may be a delay in my child's intimate care needs being addressed.

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

I have been provided with the Intimate Care Policy which is also available to view on the school website

Signed _____ (parent) Date _____

Signed _____ (school staff) Date: _____

PERMISSION FOR WILLIAM AUSTIN INFANT SCHOOL TO PROVIDE INTIMATE CARE

Name of child		
Date of birth		
Name of parent and carer		
Address		
Parent/Carer Contact Telephone Number		
Emergency Contact Telephone Name & Number		
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing, toileting and cleaning of intimate areas)	<input type="checkbox"/>	
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>	
I agree to launder and return all loaned items of school clothing,	<input type="checkbox"/>	

<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>In the event that I cannot be contacted, my child's intimate care needs will not be met until the school is able to contact me or my emergency contact.</p>	<input type="checkbox"/>
Parent and carer signature	
Name of parent and carer	
Relationship to child	
Date	

Appendix 1

**Personal Care Plan
For children wearing nappies/ pull-ups/regular changing in school**

Child's name:	DOB:
Date of plan:	Review date:
Completed by:	

Who will change the child: 2x members of school staff who have had appropriate safeguarding checks.
How will the child be changed? e.g. standing up or lying down on a mat on the floor?
Who will provide the resources? e.g. wipes, nappies, disposable gloves Parents to provide nappies, nappy bags, wet wipes and spare clothes
How will wet/soiled clothes be dealt with? Spare clothes to be provided by parents and kept in school. Wet/soiled clothes will be sent home for washing. Loaned clothes must be washed and returned to school.
How will the child be encouraged to participate in the procedure? Child will be encouraged to be as independent as possible.
Any other comments / important information: e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment **before** he/she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible, as discussed.

I agree to attend school, or arrange for an emergency contact to attend school if two suitably trained members of staff are unavailable or if my child becomes distressed whilst having their intimate care needs managed.

Signature:

Parent's/Carer's full name:

Appendix 2

Procedure for Changing a Nappy - Child Lying Down

1. Consider whether the child can be changed standing up
2. Wash your hands and dress in provided personal PPE (disposable apron, gloves and face visor)
3. Assemble the equipment
4. Place the child upon the changing mat
5. Remove wet/soiled nappy
6. Fold the nappy inwards to cover faecal material and place in designated covered bin.
7. After the child has been changed and is redressed they will wash hands on completion of the procedure.
8. Used wipes, gloves and apron are to be disposed of in a bin with a disposable liner
9. Once the child has been changed and returned safely to the classroom, clean the changing area with a detergent spray.
10. Adults hands should be washed thoroughly afterwards.

Procedure for Changing a Nappy - Child Standing Up

1. Wash your hands and dress in the appropriate PPE
2. Ensure the area is safe for the child to stand. They may hold onto a safe, stable object to support them with balancing when they are being changed.
3. Ensure clothing is out of the way when being changed (remove tights, trousers) It may be necessary to roll up the child's top slightly so that it is out of the way.
4. Remove the nappy carefully – hold the bottom lower part of the nappy and remove the nappy backwards (towards the child's bottom) to avoid spreading faeces onto further intimate areas.
5. Encourage the child to sit on the toilet if appropriate to do so.
6. Ask the child to bend forwards slightly to ensure that the child is cleaned hygienically.
7. Fold the nappy inwards to cover faecal material and place in designated covered bin.
8. After the child has been changed and is redressed they will wash hands on completion of the procedure.
9. Used wipes, gloves and apron are to be disposed of in a bin with a disposable liner
10. Once the child has been changed and returned safely to the classroom, clean the changing area with a detergent spray.
11. Adults hands should be washed thoroughly afterwards.

If changing the nappy in a standing position, ensure that one adult is always visible to the child and communicate the changing process to the child so that they are aware of what is happening and are involved in the process.

Appendix 4

Record of Physiotherapy

Child's Name:

Year Group:

Date	Time	Procedure	Staff signature	Second signature

Appendix 5

Dear Parent/Carer,

Your child _____ soiled/wet themselves today.

They changed their clothes independently.

They changed their clothes with adult support.

They were changed by an adult.

In accordance with our policy the incident has been recorded.

In your child's bag you will find soiled/wet clothes.

Would you kindly return:

Your child's clothes

The school's clothes loaned to your child after they have been laundered.

Thank you.

Yours sincerely,

ⁱ Staff who are have received appropriate safeguarding checks and training