

UPPERBY PRIMARY SCHOOL

INTIMATE CARE POLICY

INCLUDING EYFS



(to be read in conjunction with all Safeguarding Policies)

School Details

Acting Head teacher:	Mrs P Burns
Chair of Governors:	Mr W Atkinson
Policy Date:	November 2025
Policy Review Cycle:	Biannual
Next Review Date:	November 2027

Introduction

Upperby Primary 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. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. All children have the right to feel safe .

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of children will not usually be involved with the delivery of sex education to the children in their care as an additional safeguard to both staff and children involved.

The child 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 him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. 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 to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by two adults unless there is a sound reason for only having one adult present. If this is the case, the reasons should be clearly documented. The changing areas will be private but visible to other staff or on a changing table under supervision. Changing the child is recorded and any concerns or observations noted and passed on to DSL/DDSL and the parents. These are recorded on CPOMS.

Intimate care arrangements will be discussed with parents/carers 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 and equal opportunities legislation.

The Protection of Children

Safeguarding children procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding.

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 appropriate manager/designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (ref. Safeguarding/Child Protection Policy)

All staff will be required to confirm that they have read all policies the school may hold for clarification of practices and procedures.

Monitoring and Review

The head teacher monitors this policy on a regular basis and reports to governors, when requested, on the effectiveness of this policy. The policy will be reviewed every two years.

This policy was agreed by the governing body on 3rd December 2025.

This policy was reviewed, amended and further agreed on 3rd December 2027.

Review date 3rd December 2025.

