

Liberty Academy Trust

Intimate Care Policy

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Table of Contents

1	INTRODUCTION.....	3
2	DEFINITION OF INTIMATE CARE	3
3	INTIMATE CARE VISION	3
4	NAPPY CHANGING PROCEDURES	4
5	TOILETING 'ACCIDENT' PROCEDURE.....	4
6	SAFEGUARDING	4
7	RECORD KEEPING	5
8	POLICY REVIEW	5

1 Introduction

1.1. All children at Liberty Trust have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy and Health and Safety Policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage and the Disability Discrimination Act.

2 Definition of Intimate Care

2.1. 'Intimate Care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products, personal hygiene and direct or indirect contact with a child.

2.2. Intimate care may involve one of the following:

- cleaning a child who has wet or soiled themselves, or who requires changing during the course of a session in EYFS;
- cleaning a child who has vomited on themselves, or who feels unwell;
- supporting a child in school with dressing/undressing;
- assisting a child requiring medical care, who is not able to carry this out unaided

3 Intimate care vision

3.1 This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

3.2 Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

3.3 Schools are committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain. This guidance is to help ensure good practice in this area.

4 Nappy changing procedures

- 4.1 Where possible, key persons change their own key child's nappy. If this is not possible, a designated replacement staff member (whom the child is familiar/comfortable with) will undertake this task.
- 4.2 Children are changed as and when necessary.
- 4.3 All children are changed in the children's toilets where necessary on the changing mat with the door slightly ajar. If a mat is used it should be covered with a disposable nappy changing cover.
- 4.4 Staff will wear a fresh pair of disposable gloves and a disposable apron for each nappy change.
- 4.5 Soiled nappies are bagged and placed in the designated nappy bin.
- 4.6 The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- 4.7 Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- 4.8 Staff will inform parents/carers at the end of the day about the nappy changes throughout the day.
- 4.9 Best Practice guidance would be 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken'.

5 Toileting 'accident' procedure

- 5.1 When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can - lots of praise and encouragement will be given to the child when they achieve.
- 5.2 Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- 5.3 Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- 5.4 Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.

6 Safeguarding

- 6.1 A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be their keyworker or if not someone who is familiar to the child. This way children will develop a routine and trust and an early understanding of who is safe to support them during intimate care.

- 6.2 All staff employed in the school must have a full current DBS.
- 6.3 Staff who provide intimate care must have received Safeguarding training (and, if appropriate, Moving and Handling training).
- 6.4 Careful consideration must be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one staff member but another staff member will always be informed of this beforehand.
- 6.5 If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- 6.6 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- 6.7 If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

7 Record keeping

- 7.1 Individual care plans will be drawn up for any child requiring regular intimate care such as nappy changing. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan. The care plan will set out:
 - what care is required
 - number of staff needed to carry out the task (if more than one person is required, reason will be documented)
 - additional equipment required
 - child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
 - child's level of ability, i.e. what tasks they are able to do by themselves
 - acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
 - be regularly monitored and reviewed in accordance with the child's development

8 Review

- 8.1 This policy will be reviewed annually.

