# Howden Junior School & Howden Infant School
# Intimate Care Policy

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| **Important**: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version of your copy matches that of the document online.<br><br>**Name and Title of Author:** | Chantelle Amor Head of Inclusion and safeguarding. |
| **Name of Responsible Committee/Individual:** | Howden Junior School Local Governing Body & Howden Infant School Local Governing Body |
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# Intimate Care Policy

## Contents

**SECTION**


1. Introduction, Purpose and Scope
2. Definitions
3. Continence and Self-Care
4. Working With External Agencies
5. Our Approach to Best Practice
6. Designated Staff
7. Health & Safety and Materials
8. Protection of Children
9. Monitoring of the Policy
10. Equality and Diversity
11. Appendix
    a. Further information, contacts and guidance
    b. Intimate Care Agreement Proforma
    c. Intimate Care Records Proforma
    d. Poster for display in Intimate Care rooms

## Howden Junior and Howden Infant School Vision, Values and Ethos

## 1. Introduction, Purpose and Scope

The purpose of this policy is to outline the expectations of the Howden Junior School and Howden Infant School Governing Bodies and Senior Leadership Team regarding the provision of Intimate Care in school.

As outlined in the KCSIE 2026, Howden Junior School and Howden Infant School:

> 'Our robust intimate/personal care procedures will ensure that the health, safety, independence, and welfare of children is promoted, and their dignity and privacy are respected. Arrangements for intimate and personal care are open and transparent and accompanied by robust recording systems.'

## 1. Definitions

Intimate care is any care which involves toileting, washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled themselves) to intimate personal areas:

- Washing any part of the body
- Dressing/Undressing
- Changing Nappies / Pull-ups / Pads
- Assisting to use the toilet
- Specific intimate medical intervention

In all 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).

## 4. Continence and Self-Care

We acknowledge that continence is a key developmental milestone which children usually reach prior to starting school and that at various points, whist developing their self-care routine and independence, a child may have 'accidents' where they require short-term support with toileting, washing or changing. However, we also recognise that there may be children with longer term continence issues for whom an Individual Health Care Plan (IHCP) may need to be put in place.

Howden Juniors and Howden Infants are inclusive schools and fully committed to working with parents and external agencies to support and provide for all children's needs and where this requires advice or external involvement, we will actively seek and encourage such liaison to meet the needs of the child.

## 5. Working with External Agencies

The school will work closely with relevant agencies as appropriate, for example in the transition from pre-school to school (e.g. Portage) or when there are connected medical requirements (e.g. the continence clinic).

Where specialist guidance is given (e.g. physiotherapy or occupational therapy teams) the school will work with practitioners to provide specifically for the needs of the individual child.

The Family Health Visitor, School Nurse GP can be contacted to offer support and advice in this area.

The school will also seek out and signpost sources of help, guidance and information for parents to be able to access (see Appendix for some preliminary links which may be useful to families)

## 6. Working with Parents and Carers

For children entering EYFS, the school will begin liaison with parents during the spring and summer term via pre-school visits, home visits and meetings with parents as appropriate. During these meetings, it may be deemed necessary for an Individual Health Care Plan to be drafted and this will be reviewed during the first term of school.

The school will work with parents and carers throughout the child's time in school to meet changing needs.

Where an Intimate Care Agreement is necessary as part of the child's Individual Health Care Plan, school will meet with parents / carers and agree the best steps and outcomes:

**In agreeing to Intimate Care provision, the Parent agrees to:**

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's Medicine's Policy)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

**In agreeing to Intimate Care provision, the School agrees to:**

- change your child should the child soil or wet themselves
- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record / monitor the number of times the child is changed
- share with parents any marks or rashes seen whilst changing

## 7. Our Approach to Best Practice

The management of all children with intimate care needs is carefully planned. All staff have annual reminders regarding school practice and procedures.

Where an Individual Health Care Plan has been completed and an Intimate Care Agreement signed off, key staff will be alerted to this agreement and will be designated as the lead carer for that specific child. They will be guided by their knowledge and understanding of the best practice as outlined in this Policy, as well as their knowledge and understanding of the child.

Where no Intimate Health Care Plan or Intimate Care Agreement has been signed, due to changing not being a recurring need, the member of staff who delivers intimate care will be guided by their knowledge and understanding of the best practice as outlined in this Policy.

We recognise that it is important to be considerate of children and their families as individuals, knowing that every family will have their own way of doing things, their own names for body parts etc. Cultural, ethnic and religious differences may affect what is or is not appropriate and where appropriate, staff will seek guidance and clarification, as well as respecting the wishes of the individual child.

Our approach to changing and care means that we promote independence by encouraging and allowing a child to manage their own self-care as much as is possible, developing a supportive or reassuring role. 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.

If a child is fully dependent on the staff member, we ensure that staff talk with them about what they are doing and give them choices wherever possible. We also ensure that we communicate with the family and child to establish preferred methods or approaches.

Guidelines for staff involved in the process as detailed below are displayed in both designated changing areas.

Staff are directed to follow these guidelines:

- Check that you have all the items you need before you begin the process of Intimate Care
- Where possible, the child should remain standing for the change to take place.
- Put on a disposable apron for the process.
- The gloves provided should be worn.
- Use the wipes provided to wipe the child. If the child is capable of wiping themselves, please supervise them to do so. Dispose of wipes in a nappy bag.
- Talk to the child as you are changing them and explain what you are / they are doing.
- Check that the child is comfortable.
- If a prescribed cream is being used, apply carefully and according to instructions, again explaining what you are doing.
- Dispose of wet / soiled nappies, pads or pull-ups in a nappy bag and place in the designated bins.
- Double wrap soiled or wet clothing in bags and store temporarily in the Intimate Care or Shower Rooms or a suitable area in a classroom before handing back to parents at the end of the school day.

- Staff member to ensure the changing space is cleaned and disinfected.
- Child and adult to clean hands in warm, soapy water and dry.
- Complete paperwork records and store securely.
- Return the child to their classroom or learning activity.
- Notify Administrative Staff of any depleting care resources.

## 8. Designated Staff

Staff who provide intimate care are trained to do so (all staff undergo Child Protection and Moving and Handling training) and are fully aware of best practice through school Briefings and annual CP updates.

It is usually the member of support staff allocated with the class group or individual child who will carry out the Intimate Care. All Howden Junior and Howden Infant TAs and Teaching Staff receive the same training and guidance. Where an Individual Health Care Plan or Intimate Care Agreement has been completed, a named member of staff will be included in this plan, with the understanding that an appropriate alternative member of staff may be called upon to carry out this care when necessary.

Supply staff are not permitted to carry out personal care for a child. Volunteers or individuals on work placement will not be involved in supporting children in this area of care and this is covered in the initial Volunteers' Induction.

At lunch and breaktimes, where the designated member of staff is not available, the most appropriate staff member (teacher or TA) will undertake the role.

It is normal practice for only one adult to be involved in attending to a child's personal needs. Staff should ensure that another appropriate adult is informed of the task to be undertaken.

The member of staff undertaking the Intimate Care must record the care given on the designated proforma which provides a record of care given for school monitoring purposes. These records must be submitted to the Administrative Team.

Where there is a specific intimate medical intervention required, the designated member of staff delivering this intervention will be trained to do so. This will be recorded on the Medical Procedures Form.

All staff are accountable for maintaining collective vigilance with regard to the practice of Intimate Care in school as they are for all areas of school Health and Safety.

## 9. Health & Safety and Materials

The Intimate Care / Medical Room is the designated space for attending to a child's intimate care and/or medical needs. There are also shower, toileting and washing facilities in the shower Room in school.

The materials provided in the medical room which will be maintained by the admin staff but it is the responsibility of staff engaged in delivering medical or intimate care to alert the Administrative Staff of the availability of resources or when materials are depleting. Before commencing the Intimate Care, staff should check they have all necessary resources and materials to hand.

Items provided in the Intimate Care / changing area/toilet include the following (this will vary depending on area in school):

Changing table / day-bed
Changing mat
Anti-bacterial surface wipes
Nappy bags
Carrier bags for clothing
Spare clothing and underwear (parents/carers are asked to wash the spare clothing and return this to school)
Hygiene / Medical gloves
Disposable aprons
Wet-wipes
Limited supply of spare nappies / pull-ups
First aid kit

The area used for changing will be cleaned and disinfected after use by the member of staff attending the child after the child has returned to the classroom or activity.

Parents / Carers of children requiring regular changes of specific nappies / pads / pull-ups are asked to provide these in the child's bag or hand over to staff who will notify the parent / carer when stocks are depleted. In this situation, as part of the child's IHCP, changes of underwear / clothing should be provided by parents.

If a child accidentally wets or soils him/herself or requires intimate care they will be attended to in the designated areas referred to above.

If creams or lotions have been prescribed, these should be labelled with the child's name and stored securely.

Staff involved in any intimate care procedure will be expected to wear non-latex, disposable gloves. Aprons provided will be considered appropriate for staff involved in any medical / intimate care if needed and must be disposed of once used.

Wet or soiled nappies will be double wrapped and disposed of via the hygiene bins provided.
Soiled clothes should be carefully double wrapped and bagged up to be returned to parent/carers. These should be stored temporarily in intimate care/changing area, Shower Rooms or a suitable area in a classroom until the end of the day when they will be handed back to parents.

Staff should use hot water and liquid soap to wash hands in accordance with best practice for hand-washing.

Children will also be asked to wash their hands following involvement in intimate care or toileting, in line with the usual school procedure.

Where manual lifting is required, staff will seek specialist advice and act upon the training and advice given. This may involve more than one member of staff supporting the child's intimate care needs at one time.

## 10. The Protection and Access of Children

Child Protection Procedures guidelines must be adhered to at all times.

Where specific needs determine that a child must have access to specialist equipment and facilities, these items will be provided to assist, for example for children who need special arrangements following assessment from physiotherapist/ occupational therapist.

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. Wherever possible one child will be catered for by one adult, unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Staff are advised to be sensitive to the needs of individual children undergoing developmental changes which may take place in Key Stage 2, such as the onset of puberty and menstruation.

Where regular changes are required, staff should talk with the child and family to familiarise themselves with any specific terms the child or family uses for parts of the body.

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 Child Protection procedures will be followed.

## 11. Equality and Diversity

Howden Junior School and Howden C of E Infant school are committed to:

Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.

Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

## 12. Monitoring application of the Policy

The Policy will be reviewed every 2 years and brought to the Local Governing Body Policy Review Group.

School leaders (e.g. Headteacher, SENDCo, Assistant Headteachers) will carry out checks on procedure and on recordkeeping.

All staff will be required to confirm annually that they have read the school policy for clarification of practices and procedures.

# Appendix

## HOWDEN JUNIOR SCHOOL and HOWDEN INFANT SCHOOL
## INTIMATE CARE PARENT AGREEMENT

In order to best meet the needs of your child when they are with us, and as part of their specific Individual Health Care Plan (IHCP), we would like to set up an agreement between parents and the school with regard to the school's duty of care and application of the Intimate Care Policy.

In accordance with The Education Alliance, Howden Junior School and Howden Infant School policy, intimate care is any care which involves toileting, 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 by the Headteacher and SENDCo as competent should undertake the procedure.

Staff who provide intimate care at Howden Junior School and Howden Infant School are trained to do so (all staff undergo Child Protection and Moving and Handling training ) and are fully aware of best practice as outlined in the Policy. Processes are monitored daily and your child's needs with be reviewed with you as part of their IHCP review meetings. Suitable equipment and facilities will be provided to assist with the care of your child.

**In agreeing to this Intimate Care provision, the Parent agrees to:**

- ensure that the child is changed at the latest possible time before being brought to school in the morning
- provide the school staff with spare pull-ups/nappies/underwear, a change of clothing and any prescribed creams (Please note: prescribed creams must be taken to the Main Reception and registered in accordance with the school's Medicine's Policy)
- the procedures that will be followed when their child is changed at school – including the use of wipes or application of aforementioned cream
- notify the school should the child have any marks/rash which are covered by their underwear
- the creation or review of an Individual Health Care Plan as required
- take part in the review arrangements for intimate care as required

**In agreeing to this Intimate Care provision, the School agrees to:**

- change your child should the child soil or wet themselves
- change your child according to the Policy
- review your child's Individual Health Care Plan as required
- record monitor the number of times the child is changed
- share with parents any marks or rashes seen whilst changing

# Parent/Carer Intimate Care Agreement

Please read and sign the consent agreement below and return it to the school.

**Name of Child:**

**Name of Class Teacher:**

**Name of Key Intimate Care Staff*:**

- I give permission for Howden Junior School/Howden Infant School to provide appropriate intimate care to my child.
- I will contact the school if there are any issues I would like to discuss.

Parent Carer Signature..... Date .....

Intimate Care Staff Signature …… Date ……

Headteacher Signature …… Date…….

*In the absence of the Key Intimate Care Staff member/s, this role will be designated to the most appropriate individual member of staff, paying attention to the child's individual needs.

# Child's Name:

## Howden Junior School/Howden Infant School Individual Record of Intimate Care

WC = Wet Change  SC = Soil Change  O = Other (please detail in notes)

| Date | Time | Care Given | Staff Initials | Staff Notified | Notes/Follow-up Required |
|---|---|---|---|---|---|
| | | | | | |
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# Howden Junior School/Howden Infant School Running Record of Intimate Care

WC = Wet Change  SC = Soil Change  O = Other (please detail in notes)

| Child's Name | Date | Time | Care Given | Staff Initials | Staff Notified | Notes/Follow-up Required |
|---|---|---|---|---|---|---|
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**Further Agency Information and Guidance**

**General Advice**

East Riding Local Offer: Children's Centres, Community Nursing
http://eastridinglocaloffer.org.uk/EasySiteWeb/GatewayLink.aspx?alId=648453

Humber Integrated Services:
https://www.humber.nhs.uk/services/integrated-specialist-public-health-nursing.htm

SENDIASS: http://localoffer.eastriding.gov.uk/care-and-support/support-for-parents-carers-and-youngpeople/fishsendias/

Portage:
https://www.portage.org.uk/about/what-portage

**Toileting Advice**

NHS:
https://www.nhs.uk/conditions/pregnancy-and-baby/potty-training-tips/

Institute of Health Visiting:
https://ihv.org.uk/

ERIC – Bladder and Bowel Health in Schools:
https://www.eric.org.uk/healthy-bladders-and-bowels-at-school

Bladder and Bowel UK:
https://www.bbuk.org.uk/children-young-people/children-schools/

# Howden Junior School and Howden Infant School Intimate Care Procedure (See Policy for details)

## PLEASE READ AND FOLLOW FOR INTIMATE CARE

- Check that you have all the items you need before you begin the process of Intimate Care
- Where possible, the child should remain standing for the change to take place. Where not possible, use the designated changing table and mat.
- Put on a disposable apron for the process.
- The gloves provided should be worn.
- Use the wipes provided to wipe the child. If the child is capable of wiping themselves, please supervise them to do so. Dispose of wipes in a nappy bag.
- Talk to the child as you are changing them and explain what you are / they are doing.
- Check that the child is comfortable.
- If a prescribed cream is being used, apply carefully and according to instructions, again explaining what you are doing.
- Dispose of wet / soiled nappies, pads or pull-ups in a nappy bag and place the designated bins.
- Double wrap soiled or wet clothing in bags and store temporarily in the Intimate Care or Shower Rooms or suitable place in the classroom before handing back to parents at the end of the school day.
- Staff member to ensure the changing space is cleaned and disinfected. Dispose of gloves and apron in designated bin provided.
- Child and adult to clean hands in warm, soapy water and dry.
- Complete paperwork records and store securely.
- Return the child to their classroom or learning activity.
- Notify Administrative Staff of any depleting care resource