



"Great Oaks from Little Acorns Grow."

Derryhale Primary School

Intimate Care Policy (and Guidance)



DATE REVIEWED: May 2025

PRINCIPAL: Mr. A. T. J. Glenny

www.derryhaleps.co.uk

Intimate Care Policy

Our Intimate Care Policy and guidelines have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

The Mission Statement of Derryhale Primary School states our intention to “provide a caring, nurturing and welcoming school where each pupil feels valued, supported and happy.” A consistent, managed and informed approach to intimate care is important in ensuring that our pupils are cared for, nurtured and adequately supported.

Definition of Intimate Care

Intimate care may be defined as any activity required to meet the personal care needs of an individual child. Intimate care can include:

-  Feeding;
-  Oral care;
-  Washing;
-  Dressing and undressing;
-  Toileting;
-  Supervision of a child involved in intimate self-care.

Parents have a responsibility to advise staff of the intimate care needs of their child. Staff have a responsibility to work in partnership with children and parents.

Principles of Intimate Care

The following are the fundamental principles (United Nations Convention on the Rights of the Child 1991) upon which our policy and guidelines are based. These principles in line with Intimate Care Policy and Guidelines Regarding Children (ACPC) 2005.

-  Every child has the right to be safe.
-  Every child has the right to personal privacy
-  Every child has the right to be valued as an individual.
-  Every child has the right to be treated with dignity and respect.
-  Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
-  Every child has the right to express their views on their own intimate care and to have such views taken into account.
-  Every child has the right to have levels of intimate care that are as consistent as possible.

At Derryhale Primary School, we aim to foster a high level of independence in our pupils regarding personal hygiene practices. Children are encouraged to go to the toilet before morning break and before lunch. At other times during the school day, children have independent use of toilet facilities and are encouraged to indicate if they wish to use the toilet. They will be encouraged to undertake basic hygiene practices such as cleaning themselves and washing their hands after using the toilet. They will be encouraged to wash their hands before eating food. Children will also be encouraged to change and dress independently for Physical Education or Swimming (Primary 5 – 7 only).

On entry to Primary 1, most children are toilet trained and can carry out tasks relating to their own personal care independently, even in the event of toiletry accidents or wetness due to water play or sickness. We do recognise however, that there may be exceptions to this where specific medical, developmental or special

educational needs are identified. In such cases, intimate care procedures will be discussed and agreed with parents prior to the child starting school and an Individual Care Plan drawn up.

In the event of an incident requiring intimate care, the child will be provided with wipes and alternative clothing. They will be encouraged to carry out the cleaning and changing process independently. If the child is unable to carry out their own personal care independently, they will be assisted in the cleaning and changing process. This will ensure the comfort and best interests of the child. Children will be treated in a dignified, caring and sensitive manner at all times.

All instances of Intimate Care are recorded in a Personal Care Book, (located in the Foundation Stage classroom) dated and signed by staff involved.

Spare changes of underwear and clothes are kept in a cupboard located in the Foundation Stage classroom. If, however, a child appears to be having continual 'accidents', a strategy may need to be agreed between the parent and school with a change of clothes being left in school.

Guidelines of Good Practice in Intimate Care

Staff at Derryhale Primary School understand that children have the right to be safe and to be treated with dignity and respect. All staff involved in intimate care are sensitive to the needs of the child and are aware that some care tasks can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.

- 🚫 All staff working in our school have received child protection training and are vetted in accordance with Child Protection Guidelines. They fully understand the Intimate Care Policy and Procedures.
- 🚫 In the case of a very specific type of intimate care being required, staff will receive specific training to enable them to do so.
- 🚫 Parents will be informed (by note or phone) if an incident requiring intimate care takes place.
- 🚫 Staff will always involve the child in their intimate care and will try to encourage a child's independence as far as possible in his/her own intimate care.
- 🚫 Staff should not assist with any personal care task which a child or young person can undertake by themselves.
- 🚫 If a staff member has concerns about a colleague's intimate care practice they must report this to the designated teacher for child protection.

Intimate Care Procedures for Staff

In the case of toiletry accidents, sickness or wetness through water play, where a child needs to be cleaned and clothes need to be changed, the following procedures will be put in place:

- 🚫 If a child is relatively independent, they will be involved in their own intimate care. Staff will provide the child with the necessary equipment (e.g. wipes, change of underwear or clothes). The child will be encouraged to carry out the cleaning and changing process independently in the toilet with the door closed. The adult will wait outside and periodically reassure the child.
- 🚫 We recognise that circumstances may arise when a child who is usually independent is unable to clean or change themselves. In these circumstances, in order to preserve the comfort and dignity of the child, a member of staff will assist the child, including directly cleaning if necessary. Following

good practice guidelines another staff member will be in the vicinity. In extreme circumstances, parents will be contacted at the time of the incident.

- ☘ Where a child has special or additional needs and is unable to carry out personal tasks independently, intimate care procedures will be discussed and agreed with parents and an Individual Care Plan drawn up.
- ☘ The parent or designated adult will be discreetly informed of any such incident.
- ☘ Soiled clothing will be placed in a plastic bag, sealed and discreetly given to parent or designated adult at end of the day.

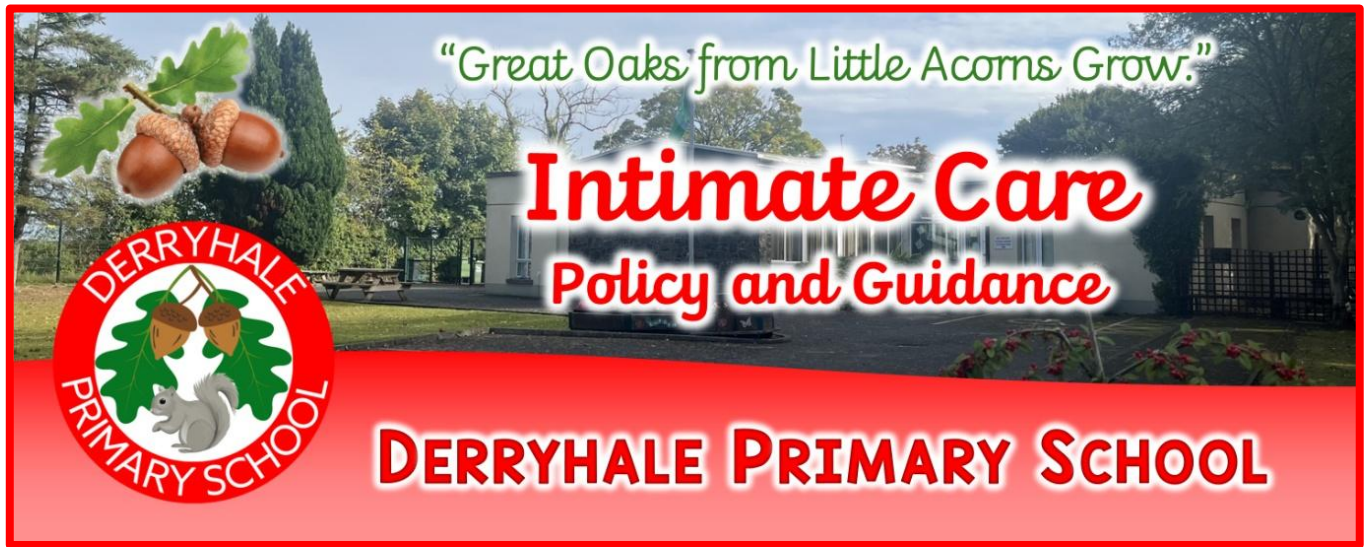
Supervisory Arrangements

The following procedures will be followed by staff undertaking the intimate care of a child:

- ☘ Staff in the classroom will be made aware that an "Intimate Care Incident" has arisen.
- ☘ One member of staff will accompany the child to the toilet and assist or carry out any necessary cleaning and changing tasks.
- ☘ Where possible, a second member of staff will stand in the doorway between the toilet and classroom where both areas will be visible to them.
- ☘ When a child requires assistance with personal care, the cleaning and changing of children will be carried out in the open area of the toilets and not behind a closed cubicle door. This will be discreetly in view of the second staff member. The staff member involved in the intimate care must be mindful of the child's right to privacy and dignity throughout.
- ☘ Staff will endeavour to ensure that the child's privacy and dignity are respected and will comfort and reassure them throughout.
- ☘ If the child appears distressed or uncomfortable when personal care tasks are being carried out, the care should stop immediately. Staff should ascertain why the child is distressed and provide reassurance. Staff will report concerns to the Designated Teacher and make a written record. Parents / carers must be informed about concerns.

Health and Safety Precautions

- ☘ Non-allergenic baby wipes will be used to clean children unless they have a known allergy. Parents should inform the class teacher of any such allergy and discuss alternatives.
- ☘ Any staff member involved will wear disposable gloves to ensure the health and safety of the children and themselves and prevent the spread of infection.
- ☘ All used wipes and gloves will be disposed of in a sealed plastic bag.
- ☘ After these procedures staff and child should use an antibacterial hand wash for health and safety reasons.



Intimate care may be defined as any activity required to meet the personal care needs of an individual child. It can involve washing, dressing or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves). In the majority of cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. Intimate care can include:

- 🌿 Feeding;
- 🌿 Oral care;
- 🌿 Washing;
- 🌿 Dressing and undressing;
- 🌿 Toileting;
- 🌿 Supervision of a child involved in intimate self-care.

Derryhale Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties with professionalism. At Derryhale, we recognise the need to treat all children with dignity and respect when intimate care is given. Staff who provide intimate care are trained to do so in line with established and agreed Child Protection procedures. The child will be supported to achieve the highest level of autonomy commensurate with their age and ability. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Intimate care arrangements will be discussed with parents and carers on a regular basis and recorded. The needs and wishes of children and parents will be taken into account whenever possible.

Please complete and return to the school office.

Intimate Care Policy – Consent

Name of pupil: _____

I have read, understand and agree with the Intimate Care Policy of Derryhale Primary School. ☐

Signed: _____
(Parent / Carer)

Date: _____