

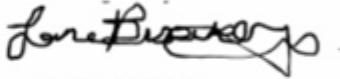


Holtsmere End Infant and Nursery School
Intimate care policy

Date: July 2026

Signed:

Nicola O'Connell – Headteacher 

Jane Bisseker – Chair of Governors 

Introduction:

- At Holtsmere End Infant and Nursery School we recognise that there is a need for children and young people to be treated with dignity and respect at all times, including when intimate care is given.
- Holtsmere End Infant and Nursery School is committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.
- This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.
- The Governing Body recognises its duties and responsibilities in relation to safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) and the Disability Discrimination Act.
- The Governing Body will ensure that: No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities; No child with a named condition that affects personal development will be discriminated against; No child who is delayed in achieving continence will be refused admission; No child will be sent home or have to wait for their parents/carer due to incontinence; Adjustments will be made for any child who has delayed incontinence.
- No child shall be attended to in a way that causes distress, embarrassment or pain.
- Staff will work in close partnership with parents and carers to share information and provide continuity of care.

2. Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.
- We encourage the children to inform us when they have wet or soiled themselves.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. For wet accidents children will be encouraged to change themselves in a toilet cubicle with a staff member available for support.

- Where more support is required for cleaning of soiling accidents then gloves will be used.
- Gloves and an apron will be used where a child requires intimate care due to illness. Hand washing and hygiene is of utmost importance.
- Body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using medical bins or double bagging.
- Soiled children's clothing will be bagged to go home – staff will not rinse it.
- Children will be kept away from the affected area until the incident has been completely dealt with.
- All staff maintain high standards of personal hygiene.
- Parents are asked to provide spare underwear, clothes, nappies, wipes as required. A small range of spare underwear and clothes are kept in school for emergency use.
- Individual care plans will be drawn up for any pupil requiring regular intimate care and permission will be sought from parents.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Generally it is acceptable for one pupil to be cared for by one adult unless there is a sound reason for having more adults present. Eg heavy soiling where cleaning of intimate areas may be required. In such a case, the reasons will be documented.
- When dealing with intimate care it is imperative that another staff member is aware of where the intimate care is taking place, what intimate care is required and who with. This should be communicated in a sensitive way.
- Intimate care should only be dealt with by staff. No volunteers should be asked to deal with or assist with intimate care issues.
- All incidents involving intimate care must be recorded straight away in the book in the cupboard in the relevant bathroom. The minimum information to be kept is the date and time, the name of the child, the adults in attendance, the nature of the incident, the action taken and any concerns or issues.
- Parents will be informed at the end of the day if a child received intimate care
- In the event of a child being ill then staff will contact their parents for collection. While waiting for collection it is appropriate for staff to assist the child with cleaning themselves.
- If a child denies soiling or wetting, but it is suspected then children should not be forced to prove otherwise. However, we also recognise that it is important that children are not left in wet or soiled clothes. In this event parents should be contacted and the problem discussed. Parents are then welcome to attend to their child themselves.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on a care plan where intimate care is regular and/or expected.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Child Protection

- The Governors and staff of Holtsmere End Infant and Nursery School recognise that children with disabilities are particularly vulnerable to all forms of abuse.
- Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns using our CPOMS system which in turn alerts the Designated Safeguarding Lead (Person responsible for Child Protection).

- 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.
- Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Review June 2028

Appendix 1 - Permission for Holtsmere End Infant and Nursery School to Provide Intimate Care

Appendix 2 - Record of Intimate Care Intervention



Appendix 1

Permission for Holtsmere End Infant and Nursery School to provide intimate care

Holtsmere End Infant and Nursery School encourages children to have completed toilet training, yet we also understand that accidents sometimes occur. We request an extra set of clothing be present at all times (to be kept on their peg in the cloakroom). Should a toileting accident occur, adults will make your child's clean clothes available to them. Should your child require further clean and dry clothing we politely request that you return it to school as soon as possible, washed and dried.

Child's First Name	
Child's Last Name	
Male/Female	
Date of Birth	
Parent/Carer's name	

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting. I will advise the Headteacher of any medical condition my child may have which affects issues of intimate care.

Signed

[illegible]

