



Norton St Nicholas CofE (VA) Primary School

*Norton Road, Norton, Letchworth Garden City,
Hertfordshire SG6 1AG.*



Headteacher: Mr A Brown

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Guided by God's love, we educate and nurture each unique child, inspiring them to reach their full potential, and enabling them to flourish as caring and successful citizens who make a difference in their communities.

Intimate Care Policy

Policy Review

This policy will be reviewed in full by the Governing Body annually/ **biennially** / triennially

The policy was last reviewed and agreed by the Governing Body in May 2026

It is due for review in May 2028

Intimate Care Policy

This policy represents the agreed principles for intimate care throughout the school. Staff are made aware of updates to this policy.

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be encouraged to have a positive image of their own body and, as far as possible, the child should be allowed to exercise choice. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity must be maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled/wet him/herself or has vomited
- Changing a pupil's nappy

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, especially in the Early Years Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Early Years Foundation Stage). Where children require physical support, it should be child-initiated and staff need to be aware that physical contact should be kept to a minimum. When comforting a child or giving reassurance, Therapeutic Thinking principles should be used, such as open/closed mittens or a St Nicks hug (see physical touch and physical intervention policy). Where possible, another adult should be present. If this is not possible, another adult should be informed after the event.

Medical procedures

See *Supporting Children with Medical Conditions Policy*.

Soiling

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the Early Years Foundation Stage are requested to give consent on application forms (google form) so that the Early Years staff can clean and change their child in the event of the child soiling themselves.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive; an adult will stay with them, giving comfort and reassurance. Wherever possible, the child will be dressed at all times and not left partially clothed.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself. If the parents and emergency contacts cannot be contacted, the Headteacher will be consulted. If put in a situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet (with the exception of baby wipes)
- Any soiling that can be, is flushed down the toilet, non-flushable soiled cleaning materials should be bagged and disposed of in a 'yellow PHS' disposal bin
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Nappy Changing

We work with parents towards toilet training pupils unless there are medical or other developmental reasons why this may not be appropriate at this time. A child who attends our school in nappies will have an intimate care plan put in place prior to their starting with us and in agreement with parents. Any member of staff can change a child's nappy following our nappy changing procedure found in Appendix 2. We endeavour to ensure the member of staff changing a child's nappy is known to the child, Nappy changing is recorded on a changing log (Appendix 3) unless otherwise stated in their intimate care plan. Whilst changing a child cream can be applied as per the child's plan however if these are prescribed by a doctor, they will need to be signed into the school office as per our medicines policy.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Wherever possible, ensuring that another member of staff is present
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Norton St. Nicholas CofE (VA) Primary School are DBS checked on application. The aim of a DBS check is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Appendix 1



Norton St Nicholas CofE (VA) Primary School

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Child's name:

Class:

Date:

Nature of intimate care required:

Agreed procedures for administering the required care:

Resources required (to be provided by parent):

Follow up actions

Signed (parent/carer) Date:.....

Signed (school staff member).....Date:.....

Appendix 2

Norton St Nicholas Nappy Changing Procedure

A child's nappy will be changed if they have soiled themselves, it is full or they are with us for longer than a 3 hour period. It is the responsibility of all members of staff who are working with the child to check and identify when this child needs changing. When undertaking a nappy change this is the procedure that will be followed.

Staff will:

- ensure the space where nappies are changed is clean and clear of other children
- alert another member of staff they are going to complete a nappy change
- collect the child's bag containing their nappies and wipes
- wash their hands and then wear protective gloves
- clean the changing mat before putting the child on it
- explain to the child what is going to happen "We need to change your nappy" and continue to narrate so the child is aware of what is happening
- remove the nappy and clean the child with their wipes
- apply child's cream if stated in intimate care plan or medicine plan
- put on a new clean nappy and support the child with re dressing
- put the used nappy and wipes in a nappy sack and dispose of in the bin
- clean the changing mat and put it away
- remove their gloves, disposing of them in the bin and washing their hands
- record the nappy change on the log or in a communication book as specified in the intimate care plan
- make contact with parents if there are any signs of a child being sore and the team were not aware of it

Appendix 3

Norton St Nicholas Nappy Changing Log

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