EARLY YEARS INTIMATE CARE POLICY

LUDHAM PRIMARY SCHOOL & NURSERY

1. Statement of Intent

At Ludham Primary School and Nursery, we are committed to safeguarding and promoting the welfare of every child. We recognise that some children may require support with intimate care due to their age, developmental stage, medical needs, disability, or special educational needs and disabilities (SEND).

We believe that intimate care should always be provided in a way that preserves a child's dignity, supports their wellbeing, and promotes independence wherever possible.

All staff involved in intimate care will carry out their duties professionally, sensitively and respectfully.

The school is committed to ensuring that intimate care:
• Preserves and promotes the child's dignity.
• Respects the child's privacy.
• Supports physical and emotional wellbeing.
• Encourages independence and self-care skills.
• Takes account of individual needs and preferences.
• Maintains high standards of safeguarding and hygiene.
• Protects children and staff from misunderstandings or allegations.

2. Legal Framework

This policy should be read alongside the Child Protection and Safeguarding Policy, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, SEND Policy, Administering Medication Policy, Staff Code of Conduct and Complaints Policy.

The policy is informed by the Equality Act 2010, Children Act 1989 and 2004, Childcare Act 2006, Education Act 2002, Keeping Children Safe in Education and Working Together to Safeguard Children.

3. Definition of Intimate Care

Intimate care refers to any care involving washing, touching, dressing or carrying out personal care procedures that most people undertake for themselves.

This may include:
• Nappy changing
• Supporting toileting needs
• Cleaning intimate areas after toileting
• Changing soiled clothing
• Assisting with dressing and undressing
• Supporting personal hygiene
• Applying authorised creams or medication

4. Principles of Good Practice

Staff providing intimate care will:
• Treat every child with dignity and respect.
• Explain procedures appropriately.
• Encourage independence.
• Respect privacy whilst maintaining safeguarding.
• Use agreed communication methods.
• Respond to the child's wishes and feelings.
• Record and report concerns appropriately.

Staff will never use intimate care as punishment, force participation, or make negative comments about personal care needs.

5. Roles and Responsibilities

Headteacher Responsibilities
• Ensure implementation of this policy.
• Provide training.
• Oversee safeguarding compliance.
• Manage complaints.

Staff Responsibilities
• Follow procedures.
• Maintain professional boundaries.
• Promote independence.
• Report concerns immediately.

Parent and Carer Responsibilities
• Work in partnership with the school.
• Provide consent where required.
• Supply personal care items.
• Inform the school of changes to care needs.

6. Intimate Care Procedures

Intimate care will be provided by appropriately trained staff. Staff will explain the process, use PPE, follow infection control procedures and encourage children to participate as independently as possible.

Suitable changing facilities, hygiene supplies and cleaning procedures will be maintained. No child will be left in wet or soiled clothing for prolonged periods.

7. Nappy Changing and Toileting Support

Children requiring nappies or pull-ups will have clearly labelled personal supplies.

Parents should provide:
• Nappies or pull-ups
• Wipes
• Nappy sacks
• Spare clothing
• Any prescribed creams

Soiled clothing will be securely bagged and sent home.

8. Supporting Independence

Staff will encourage children to recognise when they need the toilet, establish routines, provide positive reinforcement and support handwashing and hygiene. Accidents will always be managed calmly and sensitively.

9. Individual Intimate Care Plans

Where ongoing support is required, an Individual Intimate Care Plan will be agreed with parents and carers. Plans may include care requirements, staffing arrangements, equipment, communication preferences, medical information and review arrangements.

10. Safeguarding

All staff involved in intimate care will receive safeguarding training and be subject to safer recruitment checks including an enhanced DBS where required.

Any concerns, injuries, unusual marks or disclosures must be reported immediately to the Designated Safeguarding Lead.

11. Confidentiality

Information relating to intimate care will be treated confidentially and only shared with staff who need the information to support the child safely.

12. Complaints

Any concern regarding intimate care should be raised with the Headteacher and managed under the school's Complaints Policy.

13. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or guidance changes.

Policy Review Date: September 2026
Next Review Date: September 2027

APPENDIX A: INTIMATE CARE PARENTAL CONSENT FORM

Child Name:

Date of Birth:

Class:

Care requirements and frequency:

Designated staff member:

Alternative staff member:

Equipment/resources required:

Infection control procedures:

Actions if concerns arise:

Items to be provided by parents:

I have read and agree to the school's Intimate Care Policy and the arrangements outlined above.

Parent/Carer Signature: _____

Date: _____

Staff Signature: _____

Date: _____

APPENDIX B: TOILET TRAINING AND INDEPENDENCE GUIDANCE

Staff will work in partnership with families to support toilet training.

Strategies include:
- Observing patterns and routines.
- Encouraging regular toilet visits.
- Using positive praise and reinforcement.
- Supporting handwashing routines.
- Managing accidents discreetly and sensitively.
- Celebrating children's progress towards independence.

The pace of toilet training will always reflect the child's individual developmental needs.