

Ormesby Village Infant and Junior Schools Federation

Intimate Care Policy 2025

Introduction:

Ormesby Village Infant and Junior Schools Federation 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 the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

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.

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. In the event of another pandemic, full PPE is to be worn by staff when administering intimate care or first aid to an individual.
- 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 such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan

Intimate Care and Toileting

- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter (not via the home school diary)
- Children are never 'inspected' by staff on the off chance they may have had an accident. Pupils will receive intimate care if they inform a member of staff that they have had an accident, or a member of staff identifies that an accident has occurred through soiled or strongly odorous clothing or the child is disabled and cannot independently go to the toilet themselves without assistance.

EYFS (Reception) Intimate Care:

We understand that occasionally, some children will not yet be successfully toilet trained. We will provide information and support for parents/carers when required. If a child enters Nursery wearing a nappy, we must speak with parents/carers to create an appropriate individual care plan.

Whilst we would always support a child with a 'toilet accident,' we strongly encourage children to be independent when using the toilet.

Staff will record all nappy changing and toileting accidents in our Intimate Care Record. One member of staff will attend to the intimate care of a child in the toilet area whilst the other member of staff remains in the classroom. Staff will always liaise with each other before leaving the main classroom to attend to any child with an intimate care issue.

Child Protection:

The Governors and staff of Ormesby Village Infant and Junior Schools Federation recognise that disabled children 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 to the 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 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.

It will be reviewed annually. Reviewed in September 2025.

Ratified: _____

Date: _____

Toileting PlanRecord of Discussion with Parents/Carers

--

Child/young person's name:	Date of birth:	Date agreed:
-----------------------------------	-----------------------	---------------------

	Details	Action
Working towards independence: Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for nappy/pad changing: Such as who, where, arrangements for privacy		
Level of assistance needed: Such as undressing, dressing, hand washing, talking/signing to child/young person		
Infection control: Such as wearing disposable gloves, nappy disposal		
Sharing information: Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice, and any medication		
Resources needed: Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed: Parent:	Review date:
Key member of staff:	

c.c. Parent/Carer

**Form 3
Personal Care Management Plan**

Child Name:

Date of birth:

Condition:

Details of Assistance required:

Facilities and Equipment: (Clarify responsibility for provision of supplies e.g. parent/carer/school/other)

Staffing

Name

Time plan

Back up

Training needs (individual staff must keep signed/dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan)

Curriculum specific needs:

Arrangements for trips/transport:

Medication Taken/Frequency and Times administered

This current plan has been agreed by:

Name	Role	Signature	Date:

Date for review:

