

# Leverton Church of England Academy



## Intimate Care Policy

September 2025

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| <b>Policy:</b>       | Intimate Care Policy |
| <b>Approved by:</b>  | LGB                  |
| <b>Date:</b>         | September 2025       |
| <b>Review cycle:</b> | Two Years            |

| VERSION CONTROL |        |        |                                                                                                                             |
|-----------------|--------|--------|-----------------------------------------------------------------------------------------------------------------------------|
| VERSION         | DATE   | AUTHOR | CHANGES                                                                                                                     |
| 2               | 1.9.25 | RL     | Legal framework reference updated to reflect latest guidance                                                                |
| 2               | 1.9.25 | RL     | Update on keeping school records of changing alongside the child's individual record in the home-school communication book. |
| 2               | 1.9.25 | RL     | Reference to the adjustable height changing facility removed as no longer available in school.                              |
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## **Statement of intent**

Leverton Church of England Academy takes the health and wellbeing of its pupils very seriously. As a school we aim to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

As a school we work closely with our Governing Body and together we recognise our duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Within our Early Years setting at Leverton Church of England Academy we would not exclude any children from participating in our seeing who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We promise to work together with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Within our Early Years setting we provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with full support from our nurturing team of practitioners.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

Leverton Church of England Academy is committed to providing intimate care for children in ways that:

- Maintain their dignity
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them from intrusion and abuse.
- Respect the child's rights to give or withdraw their consent
- Encourage the child to care for themselves as much as they can.
- Protect the right of all other involved.

## **Legal framework**

This Policy has due regard to relevant legislation and guidance, including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006

- Equality Act 2010
- DfE (2025) 'Keeping children safe in education'
- DfE (2025) Early Years Foundation Stage Statutory Framework

This policy will be implemented in conjunction with the school's:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- First Aid Policy
- Safeguarding and Welfare of Pupils Policy
- Staff Code of Conduct
- Administering Medication Policy
- Early Years Policy

### **Definitions**

For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil
- Toileting, wiping and care in the genital and anal areas
- Application of medical treatments to areas other than hands and arms and areas below the knee.
- Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The provision of personal care will always be deemed to be **regulated activity** regardless of frequency and whether they are supervised or not.

### **Health and Safety**

The Health and Safety Policy lays out specific requirements for cleaning and hygiene, including how to deal with spillages, vomit and other bodily fluids.

Any member of staff that is required to assist a pupil with changing must wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.

Soiled nappies, incontinence pads and medical bags must be securely wrapped and disposed of using the medical waste bins provided.

Members of staff who perform any intimate care for example changing, must fill out a pupil specific changing log in the child's home-school communication book and complete the school record copy sheet.

The changing area or toilet will be left clean after changing, the changing mat will be wiped clean and sanitised.

Hot water and soap will be available to wash hands.

Paper towels or a hand dryer will be available to dry hands

#### **Procedures for Intimate Care**

Staff who provide intimate care will have a list of changing times for the children in their care, which will be adhere to at all times.

Staff who provide intimate care will conduct intimate care procedure in addition to the designated changing changes if it is necessary; no children will be left in wet/ soiled clothing or nappies.

If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged times and procedures.

Designated members of staff must wear gloves and aprons before changing starts and the changing area should be prepared before use.

Children with the Early Years setting who require changing will have their own bag allocated to them which contains, clean nappies, wipes and any other changing equipment personal to them.

The changing areas and warm and comfortable for the children and are private from others.

Hot water and liquid soap are available for staff to wash their hands in before and after changing a nappy or providing any imitate care. Additionally, the changing area will also be cleaned appropriately after using Microsan Cleaner (Biocidal cleaner) warm water and a pull paper towels.

Any soiled clothing will be placed in a tied plastic bag and returned to the parents at the end of the school day.

Any used nappies will be placed in a tied plastic bag and disposed in the sanitary bins provided.

If a pupil requires cream or other medicine, for example for a nappy rash, this will be provided in accordance with the Medication Policy and full parental consent via a permission form will be gained prior to this.

In addition, staff within the Early Years setting will ensure that nappy changing is relaxed and a time to promote independence in young children. Where appropriate children will be encouraged to take an interest in using the toilet; and how to use the toilet.

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Children are encouraged to wash their hands, and have soap and paper towels to hand.

Members of staff within the Early Years setting will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

### **Staff and facilities**

Staff members who provide intimate care are trained to do so, are fully aware of the best practice. Suitable equipment and facilities will be provided to assist pupils who need changing to their ages or special arrangements following assessment from a health professional. This may include the following:

- Changing mat
- Non-slip step
- Cupboard
- Adapted toilet seat or commode seat
- Disposable gloves/aprons
- Nappies, pads and medical bags
- Tissue rolls (for changing mat/cleansing)
- Supply of hot water
- Soap
- Barrier creams
- Antiseptic cleanser for staff
- Antiseptic cleanser for the changing bed/mat
- Clinical waste bag
- Spillage kit

Leverton Academy has two extended disabled toilet facilities with wash basins.

Within the Year Early toilet block there is a bespoke changing unit with a changing mat and storage for cleaning and changing materials underneath. Staff will not be required to lift children as there are secured steps at the side for the children to walk up with support. Children must never be left unattended or unsupervised on this changing station.

Mobile pupils will be changed while standing up and children who are not mobile will be changed using a changing mat on the floor.

Staff will be supported to adapt their practice in relation to the needs of the individual pupil, taking into account developmental changes.

### **School Responsibilities**

Arrangement will be made with a multi- agency to discuss the personal care needs of any pupil prior to them attending the school.

Pupils in KS1 and above who require intimate care will be involved in planning for their own health care needs wherever possible.

In Liaison with the pupil and parents, an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

For pupils with additional needs review meetings will take place on a half termly basis and provide opportunities for toileting and intimate care arrangements to be monitored and discussed.

The privacy and dignity of any pupil who requires intimate care will be respected at all times.

A qualified member of staff will change the pupil, or assist them in changing themselves if they become wet, or soil themselves.

Any pupil with wet or soiled clothing will be assisted in cleaning themselves and will be provided with spare clothing, nappies, pads, etc., as provided by the parents.

Members of staff will react to accidents in a calm and sympathetic manner.

Accurate records of intimate care must be filled out and kept up to date.

Arrangements will be made for how often the pupils should be routinely changed and a minimum of changed should be agreed.

The family's cultural practice will always be taken into account for cases of intimate care.

Parents will be contacted if the pupil refuses to be changed, or becomes extremely distressed during the process.

Excellent standards of hygiene will be maintained at all time when carrying out intimate care.

### **Parental Responsibilities**

The school will liaise closely with parents to establish individual intimate care programs for their child.

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes, a change of clothes in case of accidents and any other medical equipment such as nappy rash cream.

A copy of this policy will be provided to parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents must inform the school should their child have any marks/rashes.

### **Safeguarding**

Intimate care is a regulated activity; therefore, only members of staff who have an enhanced DBS certificate with barred list check are permitted to undertake intimate care duties.

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers will be needed to be present when the pupil requires intimate care.

If any member of staff has concerns about physical changes to a pupil's presentation, such as marks or bruises, they will report the concerns to the designated safeguarding leader immediately.

For older pupils special consideration will be taken to ensure that bullying and teasing does not occur.

### **Offsite Visits**

Before offsite visits, including residential trips, the pupils' individual intimate plan will be amended to include procedures for intimate care whilst off the school premises.

Staff will apply all the procedures described in this policy during residential and off-site visits.

### **Toilet Training**

Where potties are used, they will be emptied immediately and cleaned with an anti-bacterial spray. The potty or toilet is checked to assess whether it is clean before use and toilet paper is well stocked.

Gloves and aprons will be worn before each change and the area should be prepared to ensure it is clean and suitable for use. Gloves must be worn at all times when changing nappies, and during any instances where the member of staff could come into contact with bodily fluids.

All pupils will be accompanied to the toilet and will be appropriately supervised and supported during the toilet training stage. Staff will be sensitive and sympathetic when changing pupils and will not

make negative facial expressions or negative comments. Pupils' efforts will be reinforced by praise where appropriate.

Staff are required to ensure that soiled/wet nappies are changed as soon as possible. Where pupils are left in soiled nappies and/or clothes, this will be dealt with in line with the school's Disciplinary Policy and Procedure.

Pupils will be encouraged to wash their hands with soap and warm water, with assistance provided where necessary.

If a pupil has a toileting accident, they will be offered assistance to change or be changed by a member of staff regardless of their age.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the Early Years Leader or Headteacher and the pupil's parents.

### **Early Years Toilet Introduction Procedures**

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of one week to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so

- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

#### **Monitoring and review**

This policy is reviewed every two years by the Headteacher and the Early Years Leader. Any changes will be communicated with the relevant stakeholders.