



Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School



Intimate Care guidance for staff

Approved
Spring 2025



There are times when a child may require a change of clothes whilst at school. The purpose of this guidance is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play
- When a child requires support and assistance changing for physical activities
- When a child has a toileting accident during the school day

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within Addison Primary School.

Aims:

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration
- That no child is discriminated against

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'.

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.
- application of medical treatment, other than to arms, face and legs below the knee



Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'.

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet

Children's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils need to be sensitive to individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

Toilet Training:

Staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
- fully toilet trained but has a serious disability or learning difficulty
- in need of additional support due to development delays
- SEND and require help with some or all aspects of their personal care



Requirements necessary whilst changing children - The provision of:

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- bin
- a supply of spare underwear, clothing and wipes
- aprons

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

Safeguarding: We will:

- Ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- Be aware of any recording requirements of toileting of pupils
- Follow procedures and guidelines for intimate care
- Carry out a risk assessment of the toileting process and areas used
- Consider if a child soils themselves then what additional support may the child and staff need
- Encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Ensure other staff are aware of the task being undertaken
- Involve the child as far as possible in his or her own intimate care
- Ensure staff are familiar with our safeguarding policy including the section on allegations against staff
- Inform another member of staff, should a child need help, that they are going to do this
- Ensure all staff are up to date with their safeguarding training

Should staff observe any unusual markings, discolouration or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety. The incident will be reported immediately.



Health and Safety: This must include:

- staff to wear disposable gloves whilst changing a child
- soiled clothing or underwear to be disposed of appropriately
- toilet areas to be left clean
- hot water and soap available to wash hands as soon as changing is done
- paper towels are available to dry hands

Intimate care arrangements must be agreed by the setting, parents and child (if appropriate), and be recorded in the child's personal file, and consent forms should be signed by the parents and child (if appropriate) See appendix A and B.

Practitioners should not undertake any aspect of intimate care that has not been agreed between the setting, parents and child (if appropriate).

Settings need to make provisions for emergencies i.e. a key person on sick leave.

Intimate care arrangements should be reviewed at least six monthly. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.

Intimate care may involve touching the private parts of the child's body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with agreed procedures.

The normal process of changing a nappy or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the clothes/nappy changing process to ensure that abuse does not take place. However, in some instances it may be appropriate for two members of staff to change/support a child, i.e. if a child gets very distressed, if they have made an allegation previously, or if cream is being applied to the genital area due to nappy rash.

Adopted: Spring 2025

Review: Spring 2027



Appendix A

HOME/ SCHOOL PARTNERSHIP

In some circumstances it may be appropriate for the school to set up a home/school agreement that defines the responsibilities that each party has, and the expectations that each has for the other. This might include:

The parent:

- Agreeing to ensure that the child is toileted at the latest possible time before being brought to school
- Providing the school with a change of clothing, wipes etc...
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the school should the child have any rashes or marks on their intimate areas
- Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- Agreeing to review arrangements, should this be necessary

The school:

- Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed or if rashes or marks are seen on intimate parts of their body
- Agreeing to review arrangements, should this be necessary

Procedure for Personal Care of an individual Pupil:

The Intimate Care/Toileting plan will specify:

- Who will change the child (Key Person/teacher or Secondary Key Person/teaching assistant)
- Where changing will take place
- What resources will be used (cleansing agents or cream to be applied in accordance with parent's wishes)
- How the soiled clothing will be disposed
- What infection control measures are in place
- What the staff member will do if a child is unduly distressed by the experience, or if a staff member notices marks or injuries



Appendix B

Intimate Care/Toileting Care Plan

Name of Child:	Date of Birth:
Date of Implementation	
Information leading to care plan	Teacher: Parent:
Condition needing care plan (if applicable)	
Child's choices/opinions	
What the child is expected to do for themselves	
Facilities and equipment needed	
Number of staff required to carry out the care of the child	
Main intimate care giver and back up member of staff	Main: Back Up:
Training/instructions needed (if applicable)	
Training/instructions given	Date: By:
Date care plan is to be reviewed	
Record keeping responsibility (if applicable)	



The parent:

- We/I agree to ensure that _____ is toileted at the latest possible time before being brought to school
- We/I will provide the school with a change of clothing, wipes etc...
- We/I understand and agree the procedures that will be followed when _____ is changed at school
- We/I agree to inform the school should _____ have any rashes or marks on their intimate areas
- We/I agree to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- We/I agree to review arrangements should this be necessary

The school:

- Agree to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- Agree to monitor the number of times the child is changed in order to identify progress made
- Agree to report should the child be distressed or if rashes or marks are seen on intimate parts of their body
- Agree to review arrangements should this be necessary

Parent signature.....

Date.....

Parent signature.....

Date.....

(minimum one signature is essential)

Class Teacher Signature.....

Date.....