



# Kemball School

"We can because we try"



## Intimate Care Policy 2025-2027

Date policy last reviewed: May 2025

Kemball School understands the importance of its responsibility to safeguard and promote the welfare of children.

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.

The school 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 against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

## 1. Legal framework

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

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Medication Policy
- Complaints Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Infection Control Policy
- Allegations of Abuse Against Staff Policy

## 2. Definitions

For the purpose of this policy, “**intimate care**” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or changing clothing /swimming.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children will need to have a high awareness of safeguarding and child protection issues. Staff behaviour is open to scrutiny and

staff at Kemball school will work in partnership with parents/carers to provide continuity of care to children/young people

Staff who work with young children or children/young people\* who have special needs will realise that the issue of intimate care is a sensitive one and will require staff to be respectful of children's needs and aware of the safeguarding and wellbeing implications.

### **3. Roles and responsibilities**

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

All members of staff who provide intimate care are responsible for:

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Undertake their duties in a professional manner at all times.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.

### **4. Procedures for intimate care**

Staff who provide intimate care will have personalised changing times for the children in their care.

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Safeguarding and Health and Safety training in moving and handling) and are fully aware of best practice.

It is of the utmost importance that moving and handling procedures are followed. If required, specialist equipment is always used such as Hoists, Tracking hoists

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle, children will be supported to achieve the highest level of autonomy that is possible, given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing, pulling up clothing.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers

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

Each child using nappies will have a clearly labelled shelf allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.

Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.

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

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.

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

Any used nappies will be placed in a tied plastic bag and disposed of in accordance with local waste disposal procedures.

Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

If a pupil requires cream or other medicine, this will be provided in accordance with the Medication Policy, and full parental consent will be gained prior to this.

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.

Members of staff 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.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## **5. Parental engagement**

The school will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

If needed, parents will be asked to supply the following items for their child:

- Spare nappies
- Wipes, creams etc
- Spare clothing
- Spare underwear

## **6. Safeguarding procedures**

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check, which includes barred list information, enabling them to work with children.

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.

All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Safeguarding Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

## **7. Monitoring and review**

This policy will be reviewed every 2 years by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is May 2027

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

## Intimate/ Personal Care Procedure

Many pupils at Kemball School receive personal care including support using a toilet or changing pads/ nappies. All personal care should be undertaken ensuring the dignity and welfare of the pupil.

Staff undertaking personal care should also follow safeguarding and child protection policies.

- Gloves and aprons are supplied by Kemball School and must be worn by staff when supporting with changing or toileting. Staff to ensure that they maintain a consistent stock of consumables
- Gloves must be changed for each child.
- Conti wipes are provided by Kemball School to support wiping/ cleaning of pupils.
- All equipment should be wiped down before and after use.
- Staff should be familiar with the pupil and should always address the pupil by name. Staff should explain to the pupil what they are doing.
- Class teachers should ensure that all staff are familiar with the procedure and ensure that inexperienced staff are fully trained before changing a pupil. Ideally try to rota staff so that not just one person changes pupils. Complete the changing log each time you change.
- Staff should be trained in using manual handling including hoists if required by the pupil.
- Children with enhanced medical/ physical needs should be supported by at least 2 staff – see individual care plans if more are required.

### Intimate Care Record - Example

<b>Child's initials</b> <b>W/B date</b>	<b>M</b> Time/staff initial	<b>T</b> Time/staff initial	<b>W</b> Time/staff initial	<b>Th</b> Time/staff initial	<b>F</b> Time/staff initial
<b>AB</b> <b>2/6/25</b>	9.30 KW 11.30 JW 1.00 JF 2.30 JS				



## 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 time 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

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

