

Clayton ST John C of E PRIMARY SCHOOL

Policy for Intimate Care

Ratified by Governors:	30/06/2026	Headteacher: Mrs Gemma Emsley
Next Review Date:	Summer Term 2028	

'Growing together in God's Love'

Safeguarding Statement of Intent

At Clayton St John CofE Primary we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Clayton St John CofE. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying. We also work to ensure that our pupils are aware of Online Safety and who to talk to if they feel vulnerable or scared.

Vision Statement

"Growing Together in God's Love"

Our Vision

At Clayton St John CofE Primary we pride ourselves on developing a positive ethos built on the foundations of the Christian faith. This ethos is based on the following Values and principles that, as stakeholders, we all aim to uphold:



Statement of Intent

At Clayton St John CofE Primary we strive to ensure that our pupils are safeguarded against any form of harm. We ensure that our staff are trained appropriately, can identify signs of abuse and follow policy and procedures for reporting concerns, disclosures and allegations.

Introduction

Intimate care is any care which involves washing, touching or carrying out invasive procedures (such as cleaning up a pupil after they have soiled themselves) to intimate areas. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Legislation and Guidance

This policy has been developed in line with the following statutory guidance:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children

- Early Years Foundation Stage (EYFS) Statutory Framework

The school will ensure that all intimate care practices are consistent with safeguarding requirements outlined in the above guidance.

Guidelines

Guidelines for support staff carrying out toileting procedures/nappy changing at school. NNEB (Nursery Nursing Examinations Board), Levels 1, 2 and 3 teaching and support assistant contracts cover 'promoting personal care' and this includes support with continence needs.

- All adults assisting with toileting should be employees of the school and will therefore have an up-to-date Disclosure and Barring Service (DBS) check in place
- Where possible the adult should be familiar with the child ideally working with the child in the classroom
- The normal process of changing a nappy or soiled clothing should not raise child protection concerns, and there are no regulations that indicate a second member of staff must be available to supervise the nappy changing process. However, it is advisable that a second member of staff is in the vicinity, particularly if the child is heavily soiled
- Consult Social Services departments before changing pupils who are on the child protection register or when Social Services Teams are involved
- In cases where there is a known risk of false allegations, then 2 practitioners will be required at all times
- A student on placement should not change nappies or deal with intimate care
- Support staff involved should complete child protection training
- It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask
- Toilet training procedures should take place in a location which provides enough privacy for the child. The area should provide hygiene facilities and be sufficiently spacious to enable maximum possible personal space for the child and staff. EYFS toilets and the disabled toilet have sufficient space and hygiene facilities
- A Toileting Care Plan must be completed and signed by parents/carers for children who are still wearing nappies/pull-ups, or are in the process of toilet training, so that consent is granted for support in cleaning and changing of their child
- After staff have changed a child, staff will record **'Intimate Care Record' (see appendix 2)** and parents/carers are informed.
- The school will provide tissues, wet wipes, plastic aprons, nappy bags and gloves.

Parent/Carer Responsibilities

- Where a child has frequent accidents, complete a Toileting Personal Care Plan giving consent for Clayton St John C of E staff to change their child's nappy or to assist with toileting or cleaning their child
- Complete the Intimate Care Agreement Plan and Intimate Care Plan **(Appendix 1 and 3)**
- Where required, provide school with nappies, cleansing agents/creams, wipes and spare clothes and footwear – all clearly labelled with the child's name
- To agree to follow a programme of toilet training for their child at home
- To ensure that the child is changed at the latest possible time before being brought to school

Staff Responsibilities

- Hand washing facilities, liquid soap, nailbrush, running water and disposable towels/tissues will be available
- Disposable gloves and plastic aprons must be worn and disposed of in the yellow clinical plastic bags in the First Aid Room
- To inform the Site Manager, or office, of any cleaning which is necessary
- Complete the Intimate Care Agreement Plan, Record of Intimate Care and Intimate Care Plan **(Appendix 1, 2 and 3).**

Body Fluids

- If body fluids come into contact with any hard areas, they should be disinfected with a solution of bleach (Milton's solution) with a disposable cloth. Soft areas (i.e. carpets) will be treated with disinfectant (medical sanitiser). Bleach should never be applied directly to spillages of urine or vomit as the fumes produced are dangerous. Staff changing the child should inform the Site Manager, or office, of the cleaning which is required
- Soiled nappies and all disposable items should be placed in a nappy bag and disposed of in nappy bin or placed in a yellow clinical waste bag. These will be disposed of by the Site Manager or cleaning team
- Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing
- Staff must always wash and dry their hands after changing or toileting a child

This policy was written following guidance from Bradford and Airedale Teaching Primary Trust and Education Bradford – specifically the Education Bradford Personal Care in the Foundation Stage – Continence guidance paper.

Appendices:

Appendix 1- Intimate Care Agreement Plan

Appendix 2- Record of Intimate Care

Appendix 3- Independent Care Plan

CLAYTON ST JOHN C of E PRIMARY SCHOOL

Appendix 1 INTIMATE CARE AGREEMENT AND PLAN

Childhood is a time of growth and rapid developmental change for all children.
We know that our children are all individuals, and as such, have differing needs. Some children may need assistance in going to the toilet, have occasional accidents or are not toilet trained.

To enable practitioners to provide intimate care in cleaning and changing your child we require your agreement.

Parents/ Carers:

- Agree to change the child at the latest possible time before coming to school
- Will provide spare nappies, wet wipes and a change of clothes
- Understand and agree to the procedures for toileting and changing at St John's that may include cleaning genital and anal areas (See policy for further details)
- Agree to inform school should the child have any marks/rashes
- Agree to encourage the child's participation in toileting procedures wherever possible.
- Agree to the school discussing possible delayed development with Health Visitor.
- Agree that a child may refuse intimate care from practitioners and in these instances parent/carers are required to come to school to provide care.

The school:

- Agree to change the child should they soil themselves or become wet
- Agree to report to the Head Teacher/DSL or SENDCo should the child be distressed or if marks/ rashes are seen
- Agree to review arrangements, in discussion with parents/ carers, should this be necessary
- Agree to encourage the child's participation in toileting procedures wherever possible
- Agree to take the appropriate action to respect the cultural practices of the family.

Child's Name ..... Parent's Name .....

Name of Health Visitor / Doctors Surgery.....

I agree to work with school and give permission for intimate care to be carried out when required:

Signed .....

Date.....

Record of Intimate Care Intervention
Appendix 2 Clayton St John C of E Primary

Child's Name:..... Class/ Year Group:.....

Date	Time	Procedure	Staff Signature	Parent Signature

Appendix 3 Intimate Care Plan – St Clayton St John C of E Primary

Child's Name: **Class/ Year Group:**

DOB: ***Male/Female (delete as appropriate)**

Home Address:

Medical Needs:

List of Agreed Carers:

Resources:

Soiled/Wet Clothes:

Other Arrangements:

This form must be completed by the parent/carer and a member of staff, and a copy given to both.

This should also be held confidentially in the Disabled Toilet near the Hall/EYFS (delete as appropriate).

***I agree that my child should be assisted with toileting or changing as described above:**

Signed Parent/Carer:

Signed Staff Member: