



# Harrietsham Church of England Primary School

## Intimate Care Policy

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|----------------------------------|-----------------------|
| Policy lead:                     | Rebecca Evans         |
| Responsibility:                  | Inclusion Leader      |
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| Governor signature:              | Rebecca Emson (Chair) |
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## School Context:

### Harrietsham CEP Vision Statement

*We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.*

### **“Nurtured we flourish”**

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children’s learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children’s lives.

### **Our Values**

The roots of our vision are in the parable of the Mustard Seed.

*‘The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches’.*  
**Matthew 13 31-32**

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

### **Love, Fellowship and Forgiveness**

## Introduction

The pastoral care of our children is central to the aims, ethos and teaching programmes at Harrietsham Church of England Primary School and we are committed to developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our collective pastoral care policies.

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Intimate care may be defined as 'an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child.'

In school this may occur on a regular basis or during a one-off incident.

Harrietsham Church of England Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

This policy must be read alongside Keeping Children Safe in Education (September 2025), Working Together to Safeguard Children, the SEND Code of Practice, Supporting pupils at school with medical conditions (DfE), and the school's Safeguarding & Child Protection, Allegations/Low-Level Concerns, Whistleblowing, Behaviour, Online Safety, Data Protection and Health & Safety policies.

## Definition of Intimate Care

Intimate care is any care which involves one of the following:

1. Assisting a child to **change his/her clothes**.
2. **Changing or washing a child** who has soiled him / herself.
3. Assisting with **toileting** issues.
4. Supervising a child involved in **intimate self-care**.
5. Providing **first aid** assistance.
6. **Providing comfort** to an upset or distressed child.
7. **Feeding** a child.
8. Providing **oral care** to a child.
9. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided. \*

\* In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

## Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities.
- All children have the right to express their views on their own intimate care and to have their views considered.
- Every child has the right to have levels of intimate care that appropriate and consistent.

## The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to a DSL.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Inter - Agency Child Protection Procedures for details).

## Mandatory Procedures

- All staff will already have enhanced DBS check.
- Staff undertaking personal care and the more complex clinical tasks should always act in accordance with the policy.
- Staff will have received training before undertaking any of the tasks detailed in the care plan.
- This policy must be read in conjunction with the School's protocols for administering medication, safe storage of medication and all other relevant policies and procedures.
- All **low-level concerns** about staff conduct are recorded and reviewed in line with KCSIE and our Code of Conduct. Any concern that meets the **harm threshold** is reported to the **LADO** on the same day.

## Pastoral Care Procedures

Staff will ensure the child is happy with who is changing them and be responsive to any distress shown.

## Basic Hygiene Routines

Staff will always wear protective disposable gloves and seal any soiled clothing in a plastic bag for return to parents. Any wipes, nappies, packaging will be disposed of in the correct bins.

## SEND

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan. If necessary, a Risk Assessment will also be undertaken to ensure that all eventualities have been considered and planned for. This will be shared with parents and class teachers.

Inclusion Lead coordinates **Individual Healthcare Plans (IHPs)/Intimate Care Plans** with parents, health professionals, the child and class team.

**Content:** needs, equipment/PPE, who/where/when, dignity measures, communication method, **what counts as an emergency**, step-by-step actions, and backup cover.

**Reviews:** at least annually or after any incident/need change; plan follows pupil at transitions.

## Equal Opportunities

All religious views and wishes of all children are respected at Harrietsham Church of England Primary School. Staff are aware that some children may have to remain covered or need to wash in running water.

Continence or intimate care needs **must never be a reason** to delay admission, exclude from activities or require parents to attend to routine care during the school day. We will implement **reasonable adjustments** (including facilities, staffing and timetabling) to avoid substantial disadvantage for disabled pupils.

All children will be treated according to their need and their gender.

## Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

- For the least amount of time necessary (limited touch).
- Appropriate, given their age, stage of development and background.
- In response to the pupil's needs at the time.

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place

where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse. Some such children seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

## **Pupils in distress**

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch, such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation. At Harrietsham, we are a caring school and we will cuddle a child who is distressed if they seek this.

## **Assisting a child to change his/her clothes**

- This is more common in our Early Years Classrooms. On occasions, an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.
- Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required, this will be given.
- Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for, asked to assist their child, and informed if the child becomes distressed.

## **Changing a child who has soiled him/herself**

- If a child soils him/herself in school, a professional judgement will be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance, the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses. The child will be given the opportunity to change his / her underwear in private and carry out this process itself. School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- When a child has an accident and needs changing, as much as possible the children are encouraged to change themselves. They will use the class toilet areas and an adult will hand them over the clothes to change into. The wet clothes are placed in a sealed bag for the child to take home at the end of the day.
- Should a child regularly soil as a result of a medical condition or current medicine than a Health Care Plan will be devised.

## **Children wearing nappies**

Any child wearing nappies will have an intimate care plan. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

## **Assisting a child who requires a specific medical procedure**

Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy, will have an Individual Health Care Plan. This Plan will be formulated by **Mrs R Evans**.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's Care Plan. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

## **First Aid and Intimate Care**

Staff who administer first aid should ensure that they administer the care at the First Aid station in the corridor or at the First Aid station in the Library at play / lunchtime.

The pupil's dignity must be considered at all times.

Where the accident is of a more intimate nature, another member of staff should be in the vicinity and should be made aware of the task being undertaken.

A second adult will be present if a child has to remove their skirts/trousers/underwear to show an injury. This will be done in the toilet cloakrooms.

All accidents are recorded – if a second adult has been present then both should sign.

Should you have any concerns regarding intimate care, please seek advice from a Member of the Senior Leadership Team.

### **Safeguarding Team:**

Mrs Jackie Chambers  
Mr Jon Gambell  
Mrs Jo Griffin  
Mrs Rebecca Evans