

Beechdale Nursery and Consett Infant School School: Intimate Care Policy

Policy Status: New

Date Implemented: 3.9.2026

Review Date: September 2027 (Annually)

1. Introduction and Purpose

This policy outlines the procedures and guidelines for providing intimate care to children at Beechdale Nursery School. It is designed to ensure that all intimate care is carried out in a safe, respectful, and dignified manner, prioritising the child's well-being and adhering to legal and ethical standards.

Key Questions for School Leaders:

- How does this policy align with our overall safeguarding policy and procedures?
- How will we ensure all staff are aware of and trained in this policy?
- How will we communicate this policy to parents/carers in an accessible way?

2. Definition of Intimate Care

Intimate care involves any care task that requires physical contact with a child's intimate areas. This includes, but is not limited to:

- Toileting assistance (including nappy changing/continence management)
- Washing intimate areas
- Assistance with dressing/undressing related to toileting or hygiene
- Administering medication involving intimate areas (e.g., creams for eczema)

Key Questions for School Leaders:

- Are there any specific medical conditions or disabilities among our children that require particular consideration in defining intimate care?
- How do we differentiate between routine personal care and intimate care?

3. Legal and Ethical Framework

This policy is informed by and compliant with the following legislation and guidance:

- Children Act 1989 and 2004
- Keeping Children Safe in Education (latest version)
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 (GDPR)
- Local Authority Safeguarding Children Partnership procedures

Key Questions for School Leaders:

- How do we ensure our policy remains up-to-date with changes in legislation and best practice guidance?
- How will we handle situations where legal requirements conflict with parental wishes?

4. Principles

The following principles underpin this policy:

- **Child-Centred:** The child's welfare, safety, and dignity are paramount.
- **Respect:** All children will be treated with respect and sensitivity.
- **Privacy:** Intimate care will be provided in a private and discreet manner.
- **Consent:** Where possible, the child's consent will be sought and respected.
- **Safeguarding:** All staff will be vigilant in identifying and reporting any safeguarding concerns.
- **Equality:** All children will receive equitable care, regardless of their gender, ethnicity, religion, disability, or sexual orientation.
- **Partnership:** Working in partnership with parents/carers is essential.
- **Documentation:** Accurate and confidential records will be maintained.

Key Questions for School Leaders:

- How do we ensure children's voices are heard and respected in intimate care situations?
- How do we promote a culture of openness and transparency around intimate care?

5. Roles and Responsibilities

- **Head Teacher (Julia Graham):** Overall responsibility for ensuring the policy is implemented effectively and that all staff are trained and supported.
- **Assistant Head Teacher:** Responsible for overseeing the day-to-day implementation of the policy and providing guidance to staff.
- **SENCO:** Responsible for ensuring that the needs of children with SEND are met and that appropriate support is provided.

- **Designated Safeguarding Lead (DSL):** Responsible for managing safeguarding concerns and liaising with external agencies.
- **All Staff:** Responsible for following the policy and procedures, reporting any concerns, and maintaining professional boundaries.
- **Parents/Carers:** Responsible for providing information about their child's needs and working in partnership with the school.
- **Governing Body:** Responsible for monitoring the implementation of the policy and ensuring it is reviewed regularly.

Key Questions for School Leaders:

- Are roles and responsibilities clearly defined and understood by all stakeholders?
- How do we ensure adequate staffing levels to provide appropriate intimate care?

6. Implementation

6.1. Procedures for Intimate Care

- **Assessment:** Before providing intimate care, staff will assess the child's needs and preferences, in consultation with parents/carers and the SENCO (if applicable).
- **Planning:** A care plan will be developed for children with ongoing intimate care needs, outlining the specific procedures and any necessary adaptations.
- **Communication:** Staff will explain the procedure to the child in an age-appropriate manner and seek their consent (where possible).
- **Privacy:** Intimate care will be provided in a designated private area, such as the changing room or a quiet corner of the classroom.
- **Dignity:** Staff will ensure the child's dignity is maintained at all times, using appropriate language and avoiding unnecessary exposure.
- **Hygiene:** Staff will follow strict hygiene procedures, including wearing gloves and washing hands thoroughly before and after providing care.
- **Supervision:** Ideally, two members of staff should be present during intimate care, particularly when the child has complex needs or if there are any safeguarding concerns. If this is not possible, a clear rationale should be documented.
- **Documentation:** A record of all intimate care provided will be kept, including the date, time, staff involved, and any relevant observations.
- **Reporting:** Any concerns about a child's welfare or any incidents of abuse or neglect will be reported immediately to the DSL.

6.2. Training and Support

- All staff will receive training on this policy and related procedures, including safeguarding, hygiene, and communication skills.

- Training will be updated regularly to reflect changes in legislation and best practice.
- Staff will be provided with ongoing support and supervision to ensure they feel confident and competent in providing intimate care.
- The school will provide access to resources and information on intimate care, including relevant websites and publications.

6.3. Working with Parents/Carers

- Parents/carers will be informed of this policy and their rights and responsibilities.
- Parents/carers will be involved in the development of care plans for their child.
- Parents/carers will be kept informed of any incidents or concerns related to their child's intimate care.
- The school will provide opportunities for parents/carers to discuss any concerns or questions they may have.

6.4. Safeguarding Procedures

- All staff will be aware of the school's safeguarding policy and procedures.
- Any concerns about a child's welfare will be reported immediately to the DSL.
- The school will follow its safeguarding procedures in responding to any allegations of abuse or neglect.
- The school will work in partnership with external agencies, such as social services and the police, to protect children from harm.

Key Questions for School Leaders:

- How do we ensure consistency in the application of these procedures across all staff?
- How do we address situations where a child refuses intimate care?
- How do we ensure that children with complex needs receive the appropriate level of care and support?
- What training and support do staff need to confidently implement this policy?
- How do we ensure that parents/carers feel comfortable and confident in our intimate care procedures?

7. Confidentiality and Data Protection

- All information relating to a child's intimate care will be treated as confidential and stored securely, in accordance with the Data Protection Act 2018 (GDPR).
- Access to this information will be restricted to those who need to know.
- Parents/carers will have the right to access information about their child's intimate care, subject to legal limitations.

Key Questions for School Leaders:

- How do we ensure compliance with GDPR when handling sensitive information related to intimate care?
- What are the procedures for sharing information with external agencies, such as social services?

8. Monitoring and Review

- This policy will be reviewed annually by the Head Teacher, in consultation with staff, parents/carers, and the governing body.
- The review will consider the effectiveness of the policy and procedures, any incidents or concerns that have arisen, and any changes in legislation or best practice.
- The policy will be updated as necessary to ensure it remains fit for purpose.

Key Questions for School Leaders:

- What data will we collect to monitor the effectiveness of this policy?
- How will we involve stakeholders in the review process?

9. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- SEND Policy
- Behaviour Policy
- Health and Safety Policy
- Data Protection Policy

10. Contact Information

- Head Teacher: Julia Graham
- SENCO: [Insert Name]
- Designated Safeguarding Lead: [Insert Name]

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