

St John Henry Newman Catholic Primary School



Intimate Care Policy

Approved: September 2025

Next Review Date: September 2026

Introduction

St John Henry Newman Catholic Primary School is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

St John Henry Newman Catholic Primary School respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

- We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.
- Where learners are not able to be fully continent, we will ensure that a care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse, may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.
- School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.
- School will provide staff with appropriate PPE (gloves and an apron) for use during intimate care
- A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present, and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a

member of the safeguarding team, in line with the safeguarding policy.

- Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible, the learner's wishes and preferences will be taken into account.
- School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.
- School will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
- School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
- School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Governors responsibilities

- To ensure that sufficient staff are trained to meet the needs of their learners.
- The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

- Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- Parents/carers should work with school to develop and agree a care plan.
- Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs including nappies, wipes, clean clothes, disposable bags etc.
- Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Guidelines for Changing Children

- If possible, children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents). They must not be shared.
- Disposable gloves should be worn when changing nappies. The nappy should be folded inward to cover fecal material and wrapped in a nappy bag. Soiled nappies should be disposed of into the bin provided. The disposal bin should be lined and emptied daily, replacing the used bin liner.
- Any soiled or damp clothing should be placed in a plastic carrier bag in the bin provided in the NURSERY bathroom.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with an antibacterial detergent spray or wipe and left to dry.
- Gloves, apron and any items used for cleaning the changing area will be wrapped and disposed of via domestic waste.
- Hands should be thoroughly washed afterwards.
- Complete the intimate care record.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- SEND policy