

RIBCHESTER ST WILFRID'S CE PRIMARY SCHOOL

INTIMATE CARE AND CHANGING POLICY

Headteacher	Miss Katie Isherwood
Person Responsible for Policy	Miss Katie Isherwood
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Approved by Governonrs	To be agreed – FGB Meeting Autumn 2026

At Ribchester St Wilfrid's CE Primary School we will treat all incidents where a child soils, with dignity and respect.

Introduction

The purpose of this policy is:

· To safeguard the rights and promote the best interests of the children

· To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one

· To safeguard adults required to operate in sensitive situations

· To raise awareness and provide a clear procedure for intimate care

· To inform parents/carers in how intimate care is administered

· To ensure parents/carers are consulted in the intimate of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

SEND and Inclusion

The school recognises that some SEND cases may result in children arriving at school with under developed toilet training skills. This policy also aims to clarify the school's position on toileting needs in children who have no SEND needs and who soil regularly within the school day. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEND & Disability Act and part of the disability Discrimination Act. School may need to help support the child through implementing a Health Care Plan and working alongside other professionals to support.

Definition

Intimate care is one of the following:

· Supporting a child with dressing/undressing

· Providing comfort or support for a distressed child

· Assisting a child requiring medical care, who is not able to carry this out unaided

· Cleaning a child who has soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff (particularly children in Nursery and Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated.

When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Mission Statement

We at Ribchester St Wilfrid's C of E Primary School are committed to providing for all pupils in our care and ensuring their needs are met within an inclusive, caring environment. This follows our school mission statement:

'Together with Jesus, we can love, learn and succeed'

Our School Vision

We are a safe, loving, supportive, Christian family which values each child's individuality and uniqueness created in the image of God. We nurture the talents given by God to inspire pupils to achieve and succeed, and foster a sense of awe and wonder of God's world:

• Form foundations of lifelong faith through Gospel values and sincere, meaningful prayer.

• Guide Pupils to determine their own personal moral values, and a respect and understanding of other races, religions and ways of life.

• Develop future citizens who cherish the world in which they live and their responsibilities within it.

• A curriculum which has a breadth of experience and equality of opportunity for all.

Equality Act

Ribchester St Wilfrid's C of E Primary School welcomes its duties under the Equality Act (2010). The Equality Act establishes 9 protected characteristics which apply to schools.

The first 7 characteristics apply to pupils:

- Disability
- Race
- Sex
- Gender reassignment
- Pregnancy and maternity
- Religion or belief
- Sexual orientation
- Marriage and civil partnership
- Age

Public Sector Equality Duty (2011)

Ribchester St Wilfrid's C of E Primary School has paid due regard to the need:

- to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act
- to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- to foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

We value every learner as an individual who has an important part to play in our community. We encourage all learners to develop the skills, qualities and aspirations to become independent learners, confident individuals and responsible citizens.

Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "Dress and undress independently and manage their own personal hygiene".

We will send a letter to all parents of Reception children prior to them starting school. The letter will inform parents that if a child accidentally soils or wets, we will change them, only if given permission first. A permission slip will be included on the bottom of the letter and will be applicable for the time a child is in Infants (unless a parent informs us differently in

writing.) We will change children for odd 'accidents' but not routinely as part of day to day personal care. Children may be changed into their PE kit and their wet/soiled clothes will be placed in a sealed plastic bag to take home.

Key Stage 2

Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (such as our disabled toilet) where the child may change on their own. We will supply wet wipes, clean clothes (usually the child's PE kit) and a carrier bag.

Consent from Parents

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents will be asked to sign a consent form prior to their child starting school, so that staff can clean and change their child in the event of the child soling themselves.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Parental responsibility

Prior to starting school, prospective parents will be reminded of the schools' expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during parent's induction meetings in school. If a child is not fully toilet trained before starting school, the parents / carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. It is essential that parents / carers recognise they are responsible for any training / changing routines for their child.

School is not responsible for toilet training a child.

Parents / carers are responsible for providing changes of clothes, wipes and nappies in a labelled plastic bag for their child.

Staff responsibilities

Support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell. In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils.

School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

In cases of regular soiling, school will be pro-active in initiating a process (i.e. a CAF) to work with parents to resolve any problems, whether they be psychological or physical. Parents must engage proactively in this process with the care plan drawn up as part of a TAC meeting. This will be actively reviewed and next steps decided in accordance with the CAF process.

In the event of a child needing to be changed on a rare occasion, staff are not permitted to change a child alone; two members of staff must be present if a child needs to be changed. This ensures we safeguard our staff and comply with Safeguarding procedures.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

· Protective gloves are worn

· The procedure is discussed in a friendly and reassuring way with the child throughout the process

· The child is encouraged to care for him/herself as far as possible

· Physical contact is kept to the minimum possible to carry out the necessary cleaning.

· Privacy is given appropriate to the child's age and the situation

· All spills of vomit, blood or excrement are wiped up and flushed down the toilet · Any soiling that can be, is flushed down the toilet

· Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

The disabled toilets are used so that other children are not present.

The intimate care toileting record sheet is filled out and signed.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

Gaining a verbal agreement from another member of staff that the action being taken is necessary

- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable.
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Volunteer Staff and student teachers

It is not appropriate for volunteer and student teachers to carry out intimate care procedures. Care plans for individual children will be discussed with SLT and supporting staff prior to implementing to ensure safety and care for all. Parents will be consulted with as part of this process to ensure they are in agreement with procedures and intimate care plans where needed.