St Sebastian's C of E Primary School and Nursery
Nine Mile Ride, Wokingham, RG40 3AT
Email: admin@st-sebastians.wokingham.sch.uk
Telephone: 01344 772 427
"Love for Others, Learning in Every Step"

St. Sebastian's Church of England Primary School and Nursery

Intimate Care Policy

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Next Review	Autumn 2028
Reviewed by	Sarah Cohen

"A school family with a Christian ethos, where we help each other to flourish."

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Policy Statement

At Sebastian's CE Primary School and Nursery, we recognise that all children have different rates of development and differing needs during their time at school. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act *in loco parentis* are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

Aims and Objectives

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Pupils who require intimate care will not be discriminated against, in line with the Equality Act 2010. The school will make reasonable adjustments where required to ensure that children are able to access education, activities and wider school life.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas. This may include support with toileting, nappy or pull-up changing, washing, changing clothes, menstrual care and other personal hygiene needs. More complex or invasive procedures will only be carried out by appropriately trained and competent staff in line with an agreed healthcare or intimate care plan

Pupils' Needs

We aim to ensure that any particular needs that a child may have related to personal care will be dealt with sensitively and appropriately, working with parents/carers to enable each child to access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents/carers will be informed where appropriate if a significant continence or personal care issue has occurred. Where a child is unwell, significantly distressed, or refuses intimate care, staff will follow the child's individual needs and safeguarding procedures and contact parents/carers where appropriate.

Care Plans

Where a pupil has needs (e.g. wears pull-ups regularly) or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers and health visitors/school nurse, if appropriate to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence of turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements
- How the child's views, communication needs, preferences and level of independence will be taken into account.
- How intimate care will be recorded, where regular or planned intimate care is provided

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has (Appendix B), and the expectations each has for the other. This will include:

The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- providing the setting/school, where required, with appropriate nappies, pull-ups, underwear, spare clothing, wipes and any individually labelled creams or personal care products agreed as part of the child's care plan.
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- agreeing to inform the setting/school should the child have any marks/rash
- understanding that the child's continence and personal care needs will be attended to according to their individual needs, and that children will not knowingly be left wet, soiled or uncomfortable.
- Agreeing to review arrangements should this be necessary
- Will inform the school if their child is not toilet– trained, when joining our nursery/school.

The school:

- "ensuring that a child who is wet or soiled is changed as soon as reasonably practicable, with additional changes provided whenever necessary to protect the child's comfort, health and dignity
- agreeing appropriate checking and changing arrangements for children who routinely wear nappies or pull-ups, based on their age and individual needs
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.
- should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Child Protection

Intimate care does not routinely require two members of staff to be present. Staffing arrangements will be determined according to the child's needs, dignity and any individual care plan or risk assessment. Wherever possible, another member of staff will be aware that intimate care is taking place. Staff providing intimate care will have appropriate safeguarding checks and training. Students, volunteers and other adults who are not authorised by the school will not provide intimate care unsupervised.

Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures if the named member of staff is not available. Children's preferences about who provides intimate care will be considered wherever reasonably practicable.

Child Voice, Consent and Dignity
Staff will explain what they are going to do before intimate care begins and will seek the child's cooperation and consent appropriate to their age, communication and understanding. Staff will be sensitive to verbal and non-verbal indications of distress or refusal. Children will be encouraged to undertake as much of their own personal care as they are able to do safely and with dignity.

Privacy and Supervision
Intimate care will take place in an appropriate designated area which protects the child's privacy and dignity while maintaining appropriate safeguarding arrangements. Doors will not be locked in a way that would prevent staff accessing the area in an emergency.

Personal Care Procedures
The staff at St Sebastian's CE Primary School and Nursery will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures
When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Monitoring and Review

- The SENDCo /EYFS Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENDCo / EYFS Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL)/ Head of School for further referral if appropriate.

Any Other Key Information
This policy is to be used in conjunction with:

- SEND Policy
- Safeguarding Policy
- Health and Safety

Review
This policy will be reviewed at least every two years, or sooner where there are changes to legislation, statutory guidance, safeguarding practice or the needs of the school. The Head of School will ensure that the policy is implemented consistently and that relevant staff receive appropriate information and training.

Appendix A - Intimate Care Plan

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Level of independence and what the child can do for themselves:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENDCo or EYFS Leader approval: Date:

Appendix B - Intimate Care Plan Agreements

The parent:

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with pull ups/underwear and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school, including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I understand that my child's continence and personal care needs will be attended to according to their individual needs, and that they will not knowingly be left wet, soiled or uncomfortable.
- I agree to review arrangements should this be necessary

Signed: ..... (parent/carer)

The school:

- We agree to ensure that the child is changed as soon as reasonably practicable when wet or soiled and whenever necessary to maintain their comfort, health and dignity.
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: ..... (school member of staff)

Name: ..... (school member of staff)

Date: .....

Appendix C - Personal Care Procedures

The staff at St Sebastian's CE Primary School and Nursery will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D).
- Report any unexplained marks, injuries, rashes, disclosures, behaviours or other safeguarding concerns immediately to the DSL or deputy DSL in line with the school's safeguarding procedures. Parents/carers will not automatically be contacted first where doing so could increase the risk to the child.
- Inform parents/carers of significant or unusual continence or personal care incidents where appropriate, and record regular planned intimate care in accordance with the child's care plan.
- Where a child is significantly unwell, distressed, refuses intimate care, or staff are concerned about their welfare, parents/carers will be contacted where appropriate and safeguarding procedures followed where necessary.
- Staff will ensure that the child's privacy and dignity are maintained throughout intimate care and will expose only the minimum amount of the child's body necessary to complete the task.

Appendix D - Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff will wear disposable gloves and, where appropriate, a disposable apron when carrying out intimate care.
- Used nappies, pull-ups and other contaminated waste will be disposed of safely and hygienically in accordance with the school's waste disposal and infection control procedures.
- Changing mats, surfaces and equipment will be cleaned and disinfected appropriately after each use."
- Staff will wash their hands thoroughly with liquid soap and water after every intimate care procedure, even where gloves have been worn. Children will also be supported to wash their hands where appropriate.
- Creams, lotions and other personal care products must be individually labelled for the child and must not be shared between children