MURDISHAW WEST PRIMARY & NURSERY SCHOOL

INTIMATE CARE POLICY

Autumn 2026

Policy Title	INTIMATE CARE POLICY
School/HBC	School
Written by	V Edwards
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Signed by Chair of Governors	D Cox
Date	
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Introduction

Overview

Murdishaw West Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Unless children have special needs, we will normally expect that parents and carers prepare their children for school by showing them how to dress and undress independently and manage their own personal hygiene. Every effort should be made to encourage independence before a child arrives at school. Where children have the need for help with personal intimate care, we will ensure that the management of those needs will be carefully planned and that any child who requires such care is treated with respect and the child's welfare and dignity will be of paramount importance at all times.

What is intimate care?

Working with young children will often require adults to be involved in duties which require intimate care of children. Staff have been placed in a position of great trust and will be expected to carry out this sort of procedure whilst children are in our care. Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate, personal areas and is associated with bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues and fully meet with requirements of the Safeguarding and Child Protection policy. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

Key Strategies

1. Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices marks, injuries, bruising or undue soreness, staff members will follow the school's Safeguarding policy. This means it will be recorded using the school's CPOMS system and reported to the designated Safeguarding Lead.
2. Where the need for personal intimate care is known in advance, the members of staff who provide it will be properly trained to do so and are fully aware of best practice.
3. Early Years Foundation Stage will give particular attention to planning for the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.
4. Children will not be excluded from everyday educational activities solely because of a manageable condition.
5. Before admitting a child, who has a continence problem, we will discuss with parents / carers the needs of the child and, if appropriate, draw up a continence care plan agreed by the school with the parents/carers and colleagues from the appropriate Health Authority. The child will also be consulted, if appropriate, as well as the staff involved in carrying out the care. The plan will include information about when and where the child will be cared for, and which members of staff will support and manage the plan.
6. In an emergency, any member of staff may be asked to provide personal intimate care and they will be guided by this policy, the Safeguarding and Child Protection Policy, and any other relevant policy.

7. Good practice in providing personal and intimate care will include the following:
    - Inform a colleague when a child needs to be taken to the toilet.
    - Make a signed record of each occasion, including date, time and any additional notes
    - Consideration should be given to providing intimate care to children of the opposite sex.
    - In considering this issue, attention should be paid to the age of the child his/her wishes and feelings, any expressed parental directions along with the wishes and feelings of the member of staff concerned.
    - Staff will use gloves and protective clothing, where a child has a care plan, parents will be expected to provide the school with a reserve of clothing. In an emergency the school will provide appropriate temporary clothing which parents will be expected to wash, iron and return.
8. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves.
9. Where children have identified special needs that require personal and intimate care, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child.
10. Wherever possible, staff should only care intimately for an individual that is known to them. However, in certain urgent or emergency circumstances this principle may need to be waived.
11. Where a child with SEN has on-going intimate care needs, arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan.
12. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
13. The school's Safeguarding and Child Protection procedures will be adhered to at all times.

Outcomes

This policy will play an important part in the care of pupils. It will ensure that all pupils are treated at all times with dignity and respect. We are committed to meeting the individual needs of each child and we will take full account of their age, special needs disability and gender when providing personal intimate care.

Nappy Changing Procedure

Murdishaw West Primary and Nursery School follow the nappy changing procedure below:

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack.
- Wash and dry your hands.
- Put on relevant PPE. You should use new PPE for each nappy change.
- Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and

send them home. You should not rinse them.

- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin.
- Put on a clean nappy.
- Take off the PPE and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels/hand dryer.
- Wash your hands using liquid soap, warm water and paper towels/hand dryer
- Take the child back to the room.
- Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.
- Record the nappy change following the correct recording procedures.

Where appropriate, we will encourage older children wearing a nappy to stand up for a nappy change and assist with their change, talking through together each step.

Items needed

- Pedal operated or hands free bin specifically for nappy disposal
- Nappy changing mat and/or nappy changing unit.
- Steps
- Box/bag for each child's nappies, wipes and so on
- Spare clothes
- Disposable gloves
- Nappy sacks
- Anti -bacterial spray/wipes
- Paper towels
- Liquid soap
- Bin for paper towels