



**The Park Federation Academy Trust
Cranford Park Academy**

Intimate Care Policy

2023-2025

Version History

Version	Date	Status and Purpose	Changes overview
1	2 nd October 2015		
2	25 th April 2017	Review	Amendment to number of staff required Addition of documenting incidents
3	6 th February 2109	Review	No changes
4	2 nd February 2021	Review	Additional clarification of adult supervision (Wet or soiled Children) Addition of PPE items available for use (Wet or soiled Children)
5	10 th February 2023	Review	No Change

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	
Date of approval	
Date of review	Feb 2025

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Intimate Care Policy

Policy principles:

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the Government guidance 'Keeping Children Safe in Education Sept 2022' to safeguard and promote the welfare of pupils at this school.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the schools' policies as below:

- Child Protection and Safeguarding procedures
- Employee code of conduct
- Whistle-blowing policy
- Special Educational Needs policy
- Children with medical need policy

The Governing Body is committed to ensuring that all staff responsible for the intimate care of pupils will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

We recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care.

Where pupils with complex and/or long-term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Wet or Soiled Children

If a child wets or soils themselves they should be brought to the Welfare Room by an adult to be changed.

The child will be given privacy behind a screen in the Welfare room and provided with dry, clean clothing and a bag to put in any wet or soiled clothing.

The child will be encouraged to change and clean themselves.

If the child requires assistance in undressing, dressing or cleaning themselves an adult can offer help. Gloves, aprons, masks and wet wipes are available in the Welfare room and should be worn/used.

There should be 2 adults present in the room if the child requires assistance in being cleaned and changed. Any adult can assist a child with changing.

If there is only 1 member of the Welfare team present when the child is taken to the Welfare room, the adult escorting the child must stay until the child is changed or the 2nd member of the Welfare team arrives.

All soiled items should be disposed of in the yellow bin.

If a child refuses to be changed or cleaned, the parents should be contacted.

Nappies

If a child wears nappies or pull ups in school these should be changed in the Welfare Room with a second adult present. Any adult can change a nappy.

It is the Parents responsibility to provide nappies/pull ups, creams and wipes for their child which will be stored in the Welfare room.

Assistance with Toileting

Children with a medical need that require assistance with toileting should have their needs discussed with the parent, welfare team and class teacher on an individual basis and a plan agreed.

Documenting Procedure

When a child requires changing and/or cleaning it must be documented in the Intimate Care Log detailing the time, date, name of child, action taken and adults present. This is found in:

Excel – M:\Office\Welfare\Intimate Care Log