

CHERRY TREE PRIMARY SCHOOL AND NURSERY

(A member of the Berlesduna Academy Trust.)

Caring, Thriving, Preparing, Succeeding.



Intimate Care and Changing Policy

Policy created	Spring 2016
Policy reviewed	Summer 2020
Policy reviewed	Autumn 2025
Signed: Headteacher	Mr M Davie

INTIMATE CARE AND CHANGING POLICY

Aims

- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To recognise 'intimate care' includes attending to toilet accidents/medical conditions causing soiling/menstruation soiling/supervising toileting habits.
- To ensure children are able to express choice and have a positive image of their own body.
- To ensure children feel safe and secure.
- To ensure children are respected and valued as individuals.
- To ensure intimate care procedures minimise any risks associated with intimate care.

Procedures

All staff carrying out intimate care/changing of children in the school must be aware of and follow the procedures and advice outlined below:

- Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.
- Ensure they are aware of the child protection policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care/changing, staff should record this on a 'Concern Sheet' (gold form) and discuss with the SENCO.
- Children in Key Stage 1 and Key Stage 2 who need changing during lesson time or morning break or lunchtime due to a toileting accident should be changed in the medical room or nearest appropriate toilet or the accessible toilet to allow for privacy and/or supervision.
- Children in Early Years Foundation Stage (Nursery and Reception) who need changing during the course of their school day due to a toileting accident should be changed in the most practical location which may be the accessible toilet (adjacent to the classrooms), medical room or classroom toilets to allow for privacy and/or supervision.
- Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults may need to be involved in intimate care. In some cases, it is essential to have two adults in attendance; this is where a child needs to be changed by an adult. In some cases, the child may be able to change and care for themselves with no or limited adult support/supervision.
- Consider the dignity of the child and allow them to make a decision on how they are assisted. Ask the following if relevant:
 - Would you like some help?
 - Would you like me to help you?
 - Would you like me to come with you and wait outside the door in case you need any help?
- If staff suspect soiling, and it is denied by the child, the matter should be referred to the parent for advice (a telephone call made by a member of staff). Forcing a child to 'prove otherwise' is

unnecessary and unwise, as is allowing a child to sit in soiled clothing. Any such child should be escorted to and wait in the medical room.

- A child's refusal to allow themselves to be changed or to change themselves will result in an immediate telephone call to inform parents/carers. Any such child should be escorted to and wait in the medical room. Parents/carers can choose to visit the school to change their child or take their child home to change, then return their child to school.
- Ensure the child's class teacher and office staff are aware of what is happening and where the child is.
- If children can change themselves, wait outside the door with the younger children and reassure them. If the child is mature enough, they may go along to change themselves without adult support. Professional judgement and knowledge of the child should be used.
- Be aware and responsive to the child's reactions if assisting with intimate care.
- Ensure spare clothing is readily available. Younger children may have spare, personal underwear in school in their P.E. bag. School provided spare underwear is kept in the medical room. (Some classrooms may have spare underwear e.g. classes where children go swimming.)
- Ensure there is a suitable bag to hand in which soiled underwear (and clothing) can be put.
- Any injuries needing intimate care should be dealt with sensitively. These should only be dealt with in the Medical Room by appropriate staff e.g. paediatric first aid trained staff.
- Gloves and aprons should be worn when assisting in any form of intimate care or changing. If staff member(s) require it, masks and/or facial visors are also readily available for them to use.
- If necessary, clean and disinfect any soiled surfaces once the child has returned to the class or been taken home.
- All incidents of intimate care or changing must be recorded; use Intimate Care/Changing Record (yellow form) and ensure it is sent through to the office immediately after the incident. The Pastoral Leader will be made aware of all Intimate Care/Changing Record (yellow forms).
- Parents of children in Reception, Key Stage 1 and Key Stage 2 should always be advised by a member of the office staff and this should be recorded on the form indicating how parent was informed, time and parental comment and/or action. (A parent may advise the school that they do not wish to be informed in case of intimate care of changing; if this is the case a letter from them stating this is required or they may sign an Intimate Care/Changing Record to this effect.
- Parents of children in Nursery should always be advised by a member of the Nursery staff and this should be recorded on the form indicating how parent was informed, time and parental comment and/or action. The record form should be sent to the office when completed. (A parent may advise the school that they do not wish to be informed in case of intimate care of changing; if this is the case a letter from them stating this is required or they may sign an Intimate Care/Changing Record to this effect.

NOTE: Some pupils may require daily intimate care due to their additional needs. This will be included as part of their individual Care Plan where in place.

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INTIMATE CARE/CHANGING RECORD

Child's name	
Child's class	
Date	
Time	
Member(s) of staff involved	
Intimate care/changing requirement. Indicate if child changed themselves or required assistance. Was underwear provided by school?	
Detail any concerns arising	
Signature(s) of staff member(s) involved.	

FOR OFFICE and NURSERY USE ONLY

Parent(s) contacted by (name of staff member)	
Time parent(s) contacted	
Response from parent(s)	

