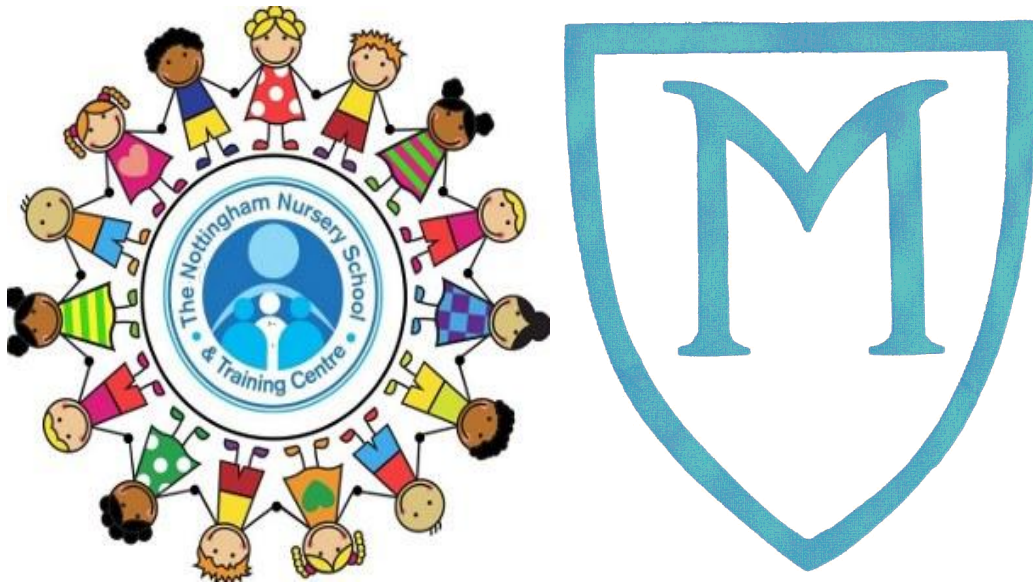




**THE FEDERATION OF
MELLERS PRIMARY SCHOOL
AND
NOTTINGHAM NURSERY
Intimate Care Policy
September 2025**

DOCUMENT ORIGINS			
Organisation	Federation of Mellers Primary School and Nottingham Nursery School	Version date	September 2025
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Revision date	Author of changes	Summary of changes
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Introduction

The federation of Mellers Primary School and Nottingham Nursery School is committed to safeguarding and promoting the welfare of children and young people. We understand intimate personal care includes 'hands-on physical care in personal hygiene, and physical presence or observation during such activities.

Our commitments:

- We have a duty to safeguard children and school personnel at all times.
- We must develop independence in each child but on those occasions when children need assistance, they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

- We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils.
- We will treat all children with respect at all times but especially when intimate care is given.
- We ensure our school personnel are sensitive to each child's individual needs and no child will be attended to in a way that causes distress or pain.
- We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.
- We have a duty to take full account of the religious views and cultural values attached to aspects of intimate personal care with children. Also, to agree with parents, school personnel and children the appropriate terminology for private parts of the body and its functions.
- We as a school community have a commitment to promote equality. We act in accordance with the Schools Equality Policy and we believe this policy is in line with the Equality Act 2010.
- We all have a responsibility to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- We want everyone connected with this school to feel safe, secure, valued and of equal worth.
- We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

What is intimate care?

Intimate care is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- changing nappies, underwear, continence pads or sanitary wear
- helping a child use the toilet
- bathing, showering or washing
- providing some forms of specialist medical care (such as inserting suppositories or pessaries).

It can also involve other forms of physical care, sometimes referred to as 'personal care', including:

- feeding
- changing outer layers of clothing
- applying or administering external or oral medication
- hair care
- washing non-intimate body parts
- prompting children to go to the toilet.

Aims of this policy

- To safeguard the rights of children.
- To safeguard school personnel trained in intimate care procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Statutory framework and links to other policies

This policy complies with the guidance contained within

- Section 175 of the Education Act 2002.
- UK Equality Act 2010.
- 'Safeguarding Children and Safer Recruitment in Education' (2014)
- 'Keeping Children Safe in Education' (2022).
- The Statutory Framework for the EYFS (Sept 2025)

The Intimate Care Policy should be read in conjunction with the following areas of School policy:

- Safeguarding and Safer Recruitment Policy
- Health and Safety Policy and procedures
- Staff Code of Conduct and guidance on safer working practice
- Special Educational Needs and Disability Policy
- Guidance on Infection Control
- Equal Opportunities Policy
- 'Whistle-blowing' and allegations management policies.

Intimate care policy principles

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Toilets and intimate hygiene facilities

We will ensure:

- There is an adequate number of toilets and hand basins available with separate toilet facilities for adults.
- There are suitable hygienic changing facilities for changing any children who are in nappies.
- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
- There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

Respect and boundaries

When providing intimate care, staff should talk children through what they are going to do and - where possible - seek consent, encourage independence and offer choice. There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Staff should also talk to children about who they can go to if they are ever worried or uncomfortable about anything.

Roles and responsibilities for Intimate Care Policy

Parents/carers	Responsible for ensuring that: • The school is advised of any known intimate care needs relating to their child. • Provide spare clothes for their child throughout their time in the Early Years Foundation Stage and beyond where needed. • Provide spare clothes and other items (i.e., nappies, cream, wipes) if their child requires regular assistance with intimate care. • Attend meetings related to the intimate care of their children.
Staff	Responsible for ensuring that: • They work in close partnership with parent/carers, other staff and other professionals to share information and provide continuity of care. • Provide exceptional care and well-being for each child in their care by noticing when child needs intimate care and supporting children with intimate care. • Following infection guidance and protocol to minimise the spread of infection when involved in providing intimate care or cleaning blood and body fluid spillages. • Following the Intimate Care Policy and other policies related to ensure that all pupils at Mellers Primary School and The Nottingham Nursery School, are provided exceptional care, safeguarding and well-being. Staff will: • Be professional in their duties at all times; • Be respectful of a child's needs; • Preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation; • Be aware of a child's method and level of communication; • Make sure practice in intimate care is consistent; • Be aware of their own limitations; • Promote positive self-esteem and body image; • Report any concerns they have about a child to the Headteacher • Report any concerns they have about a colleague's intimate care practice to the Headteacher; • Be aware of the danger of allegations being made against them;

	• Take precautions to avoid risk; • Be aware of all individual intimate care plans to the children they are supporting; • Discuss intimate care arrangements with parents/carers regularly; 7 be aware of all other linked policies; • Receive training where appropriate to their role. • Ensure that there is an adequate supply of clean bedding, towels, spare clothes and any other necessary items.
Office Team and the School Business Manager	The office team are responsible for: • Ordering items necessary for intimate care and infection control including gloves, aprons, cleaning products, disposable sacks etc. • Ensuring that Mellers Primary School and The Nottingham Nursery School, complies with all infection control guidance. • Ensuring that free sanitary products are available at school for those who need to use them; • Carrying out regular inspections of premises and school activities; • Assisting in carrying risk assessments; • Investigating potential hazards, employee complaints, accidents and dangerous occurrences; • Making representation to employers and others on health and safety matters arising; • Providing information and guidance to school personnel; • Leading the development of this policy throughout the school; • Working closely with the Headteacher and the nominated governor; • Providing guidance and support to all staff; • Provide training for all staff on induction and when the need arises regarding; • Keeping up to date with new developments and resources; • Support with the success and development of this policy
Headteachers	• Ensures all aspects of the Policy and practice are implemented consistently, and that all staff are aware of their responsibilities and given appropriate training and support and for taking appropriate action in any cases of unlawful discrimination, harassment or victimisation. • To ensure that there is an adequate number of toilets and wash basins for the number of children. • Ensure staff are trained regarding safeguarding and whistleblowing procedures are in place.
Governing Body	The governing Body has: • Delegated powers and responsibilities to the Headteacher to ensure that the appropriate school personnel are suitably trained in intimate care procedures for children • Responsibility for ensuring that the school complies with all equality's legislation; • Responsibility to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy; • Responsibility for ensuring funding is in place to support this policy; • Responsibility for ensuring this policy and all policies are maintained and updated regularly; • Responsibility for ensuring all policies are made available to parents/carers; • Ensure school personnel who provide intimate care are suitably trained to do so;

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children. Whistleblowing arrangements are in place with clear procedures to follow.

It is staff policy to remove any form of watch, such as 'Apple' watches, which are able to take photographs, when carrying out intimate care such as changing or washing children. Staff are fully briefed on this and will leave watches in a safe place in the classroom area before changing a child.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

Training

School personnel will receive training where appropriate to their role in:

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| <ul style="list-style-type: none">• Safeguarding and child Protection• Health and safety• First aid• Intimate care procedures• Toilet training• Training in moving and handling feeding | <ul style="list-style-type: none">• Washing• Changing clothes• First aid and medical assistance• Comforting and support• Supervising intimate self-care• Moving and handling |
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We ensure all relevant school personnel:

- Have received the appropriate training on all safeguarding policies and procedures;
- Are familiar with the following documentation: Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
- Are aware of all aspects of this policy and the following linked policies: Safeguarding and Child Protection and Health and Safety
- Senior leaders will check the content of all training is correct, delivered well and engages the relevant staff;

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Nappy/pull-ups and incontinence pad changing
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Procedures include:

- Nappy changing undertaken in an allocated area.
- Record kept when each nappy is changed and with information shared with parents/carers.
- Children's nappies checked at appropriate intervals.
- Nappy changing resources readily supplied.
- A named bag for each child containing spare clothes in place.
- A new set of gloves to be worn for every nappy change.
- Child to be placed on a mat during a nappy change if appropriate to age of child.
- Soiled nappies to be placed in a nappy sack for disposal.
- Any soiled clothes to be sent home in a separate bag.
- All cleaning wipes to be placed in a nappy sack.
- Nappy sack to be securely tied and placed in the appropriate bin for disposal.
- Before dressing the child dispose of all personal protective equipment used in the appropriate bin.
- Hands to be washed before dressing child.
- Child is able to return to their play/activities.
- Then thoroughly clean the nappy changing area using anti-bacterial spray and disposal paper towels.

Pupils who require regular assistance with intimate care have written Education, Health and Care Plans or Care Plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g., for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits. Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan. Where pupils with complex and/or long-term health conditions have an Education, Health and Care Plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

Changing a nappy without spreading germs



nappy change procedure

Preparation

- 1 Wash your hands
- 2 Place paper on the change table
- 3 Put disposable gloves on both hands

Changing

- 4 Remove the child's nappy and put any disposable nappy in a hands-free lidded bin
Place any soiled clothes (including any cloth nappy) in a plastic bag
- 5 Clean the child's bottom
- 6 Remove the paper and put it in a hands-free lidded bin
- 7 Remove your gloves and put them in the bin
- 8 Place a clean nappy on the child
- 9 Dress the child
- 10 Take the child away from the change table
- 11 Wash your hands and the child's hands

Cleaning

- 12 After each nappy change, clean the change table with detergent and water, then rinse and dry
- 13 Wash your hands

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Monitoring the Implementation and Effectiveness of this policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the governing body.