Intimate Care Policy

Name of Policy: Intimate Care	**Version/Last Review Date:** September 2026 (V6)
Statutory documents linked to policy:	**Previous review date:** January 2014 (V1) January 2015 (V2) September 2017 (V3) September 2020 (V4) January 2023 (V5)
Other Policies linked to this policy: Child Protection Safeguarding	**Next Review Date:** September 2029
Governor Committee Responsible	People's Committee

At West Newcastle Academy, our purpose is to nurture curious and creative minds, strong characters, independent thinkers and loving humans in a culture that allows mistakes, failure and experimentation whilst consciously promoting belonging, equity and inclusion.
Our process builds:

- Connections to self
- Connections to a wide variety of environments
- Connections to family, peers, our team and community
- Connections to learning for life

Be Ready	We build self-awareness, self-esteem and self-discipline so that our children are ready for each new challenge and are resilient in all they do.
Be Respectful	We treat each other and ourselves with kindness and understanding; our approach builds connections, empathy, understanding and mutual respect. We nurture a respect for all environments and all living things.
Be Safe	We keep ourselves and our environment safe by taking responsibility and working together as a team. Everyone at West Newcastle Academy should feel safe from any form of bullying, harassment, or discrimination.

Intimate Care and Toileting Policy

Aim

At West Newcastle Academy we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, cleaning, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

On occasion, children may come to our setting in nappies. We support children sensitively and with dignity in this matter. When children are ready, school can work with families to assist children in trying the toilet. Also, from time to time some children will have accidents and need to be attended to. Families/Carers are asked to supply a bag of clean clothes for their child to be left in school. However, a supply of spare clothing is available if necessary, and Families/Carers are asked to wash and return this as soon as possible. Children are encouraged to try their best to change independently, and staff can support through verbal prompts.

If a child requires help with meeting intimate care needs (having had an accident or needing a nappy change), this is treated as confidential and shared with the Families/Carers, in person at the end of the day. Staff members make a written record of when children's nappies are changed, specifying the date, time and member of staff who was present.

If a child is beyond Early Years in KS1 or Ks2 and requires intimate care, this will be recorded by the class teacher as a Safeguarding Note on Arbor. Similarly, it is treated as confidential and shared with the Families/Carers, in person at the end of the day.

Implementation

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is trained, DBS checked and has received training for very specific intimate care procedures where relevant. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.
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Practice

- The staff member providing the care forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.
- The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.
- The Early Years toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.
- Most procedures are carried out by a single member of staff. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.
- In KS1 or KS2, we follow the same practice. The member of staff carrying out the intimate care will notify another member of staff that intimate care is needed, however it is agreed that to remain discrete, a single member of staff is permitted to carry out the intimate care duties. More often than not, this will have occurred because a child has soiled themselves or wet themselves. Developmentally, some children in KS1 or KS2 may still require ongoing support with toilet needs. This must be recorded as a Safeguarding Note on Arbor by the class teacher.
- If a child is unhappy or anxious about the care being provided, conversations will take place with the family and the issue will be addressed to ensure that we continually meet a child's needs.

Working with Families/Carers

We work closely with Families/Carers to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning their care. We seek to engage in regular communication with Families/Carers and monitor and review the plan together. Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. The SENCO coordinates this approach.

Disposal of nappies and gloves safely

We have in place good hygiene practices when disposing of waste to stop infection.

When assisting with intimate care, disposable gloves are worn and changing areas are cleaned regularly.

Gloves, wipes and nappies are disposed of hygienically and safely by double bagging and placing in a special bin. We dispose of our waste in accordance with the Department of Health and Newcastle City council.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005).