



# ALDENHAM

— P R E P S C H O O L —

## Intimate Care Policy

Managed by:	Updated:	Review Date:
Ann Suffield	September 2025	September 2026

Deputy's Head's Authorisation:	Date:
 Amy Bonn	September 2025

### INFORMATION

This is a copy-controlled document. If you are unsure of it being the most current version, please refer to the office. If you need any changes to be made please speak to the office or the Policy Manager.

## Intimate Care Policy

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Aldenham Prep School believes that there is a need to treat all pupils, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No pupil should be attended to in any way that causes distress or pain. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

The purpose of this policy is to:

- safeguard the rights and to promote the best interests of pupils in the care of Aldenham School
- ensure that all pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- safeguard adults required to operate in sensitive situations
- raise awareness and provide a clear procedure for intimate care
- inform parents in how intimate care is administered
- ensure parents are consulted in the intimate care of their children.

Every pupil is treated as an individual and care given is done as gently and as sensitively as possible. As far as possible, a pupil is allowed to exercise choice and encouraged to have a positive body image. Intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff are aware that matters concerning intimate care will be dealt with confidentially and sensitively, with the pupils' right to privacy and dignity maintained at all times.

### Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child after they have soiled themselves) to intimate areas. Some children are unable to do this because of their age, physical difficulties or other special needs. In most cases such care involves procedures to do with personal hygiene. In the cases of a specific procedure only staff suitably trained and assessed as competent undertake this.

Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed particularly in the Early Years Foundation Stage. Staff always encourage pupils to attempt undressing and dressing unaided.

### Soiling

Parents are asked digitally, to complete and sign the 'Permission for the Provision of Intimate Care' prior to their child starting at School. This ensures that the School follows the parents' wishes with regards to intimate care.

If a parent/carer does not give consent, the School contacts the parents or other emergency contact giving specific details about the necessity for cleaning the pupil. If the parent or emergency contact is able to come within a reasonable timeframe, the pupil is comforted and kept away from the other children to preserve dignity. The child will remain fully dressed at all times.

If a parent or emergency contact cannot attend, the School seeks to gain verbal consent from parent/carer for staff to clean and change the pupil.

If the parent or emergency contact cannot be contacted the Head of EYFS is consulted and will act in “*loco parentis*” in making a decision about how the pupil should be assisted.

When touching a pupil, staff are aware of the possibility of invading a pupil’s privacy thus will respect their wishes and feelings.

When a pupil needs to be cleaned, staff ensure that:

- an area within the pupils’ toilets is cordoned off
- a second member staff is present to safeguard both the child and member of staff
- protective gloves and apron are worn by the member of staff
- the procedure is discussed in a friendly and reassuring way with the child at the beginning and throughout the process
- the pupil is encouraged to care for themselves as far as possible, using hand wipes, toilet tissues and paper towels
- physical contact is kept to the minimum possible, to carry out the necessary cleaning
- privacy is given appropriate to the age of the pupil and the situation
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- soiled wipes, paper towels, disposable aprons and protective gloves are double bagged and disposed of appropriately
- the area will be cleared and cleaned
- if possible, the parent/carer is informed prior to collection at the end of the school day.

Pupils with a medical need, physical disability or other special need resulting in a specific procedure involving intimate care will have a Health Care plan completed by the child’s parent and the School Nurse. The Health Care plan will give specific guidance on the procedure and on the agreed care to be given. Consent will be given for the School Nurse or a named and trained member of staff to give the intimate care.

## **Hygiene**

All staff are familiar with normal precautions for avoiding infection. They follow basic hygiene procedures and have access to protective, disposable aprons and gloves.

## **Protection for staff**

Members of staff are aware of the possibility of allegations being made against them and take precautions to avoid this risk. These include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allowing the pupil, wherever possible, to express a preference to choose a carer and encourage them to say if they find a carer to be unacceptable
- allowing the pupil a choice in the sequence of care
- being aware of and responsive to the child’s reactions
- ensuring a second member staff is present throughout the process of the intimate care
- any concerns about physical changes in a pupil’s presentation, e.g. bruising, marks, soreness observed on the child during an intimate care procedure are recorded and reported to the Designated Safeguarding Lead, with safeguarding procedures followed.

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A Suffield

Policy Reviewed:

September 2025

Policy Review

September 2026

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