



Europa School UK
Thame Lane
Culham, Abingdon
Oxfordshire
OX14 3DZ

Tel: +44 (0)1235 524060

E-mail: reception@europaschool.uk

Website: <https://europaschooluk.org>

Europa School UK – Intimate Care Policy

Version and Date		Action/Notes
V1.0	25/11/2025	
Review Date March 2028		Review frequency: every three years

Overview

Europa SchoolUK is committed to safeguarding and promoting the wellbeing of all our children and expects our staff to share this commitment. All children at Europa School UK have the right to be safe and be treated with dignity, respect and privacy at all times to enable them to access all aspects of school life.

This Policy is informed by the Equality Act 2010 and the DfE Statutory Framework for the Early Years Foundation Stage 2025

This policy sets out clear principles and guidelines on supporting intimate care. Intimate care can be defined as any care which involves washing, touching, or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but which some children are unable to do because of their young age, physical difficulties, or other special needs. Intimate care can include:

- Washing & changing – dressing/undressing (underwear)
- Toileting
- Catheter and stoma care
- Supervision of a child involved in intimate self-care
- Menstrual Care

Introduction

The Intimate Care Policy and Guidelines regarding children have been developed to ensure that:

- The health, safety, independence, and welfare of children is promoted
- The dignity and privacy of children is respected, ensuring equality of opportunity for all children at Europa School
- To provide guidance and reassurance to staff; managing risk associated with intimate care and ensuring that employees do not work outside of the remit of their responsibilities as set out in this document.
- Arrangements for intimate and personal care are open and transparent

Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

General Principles and Aims

Intimate care is any care which involves dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies, care associated with continence and menstrual management or carrying out a procedure that requires direct or indirect contact to an intimate personal area. These are personal care activities which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. The provision of intimate or physical care will be a seamless and intrinsic part of supporting the child or young person in school.

At Europa School UK we will ensure that:

- no child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
- no child with a named condition that affects personal development will be discriminated against;
- no child who is delayed in achieving continence will be refused admission;
- no child will be sent home or have to wait for their parents/carers due to incontinence unless an agreement has been made with the parent/carers;
- adjustments will be made for any child who has delayed continence.

Intimate Care Tasks.

The definition of Intimate Care is taken to mean any physical care undertaken by a member of staff in order to support the individual needs of a child. This may include:

- Dressing and undressing a child
- Incontinence care,
- The removal, change and safe disposal of nappies, pull ups or incontinence pads.
- The toileting, wiping and care of genital and anal areas.

Each aspect of intimate care will be carried out by named members of staff who have undergone appropriate training and instruction and are aware of best practice guidance.

Responsibilities

The Principal, Deputy Head's and/or SENCO will:

Arrange a multi-agency meeting to discuss the personal care needs of any pupil for which it is foreseeable that they will have Intimate Care Needs prior to them attending the school or as and when a need for an Intimate Care Plan arises.

Create, in liaison with the child and parents/carers, an Intimate Care Plan (Appendix A) promoting independence and dignity at all times. Where appropriate targets may be set which will be discussed with the child and parent.

Ensure all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and carry out their duties with the utmost respect.

All staff access any required training for specific types of intimate care that they carry out

Ensure intimate care arrangements are agreed by the school, parents/carers, and child (if appropriate).

Ensure intimate care arrangements are reviewed at least every six months. (The views of all relevant parties, including the child (if appropriate), should be sought, and considered to inform future arrangements)

Ensure provision is in place for occasions when key members of staff are absent (other staff are trained as a contingency)

Ensure termly checks of the records of the Intimate Care Toileting and Personal Care Logs (Appendix B) are taken, ensuring that they are being completed correctly and that they correspond with the agreed care plan.

School staff will:

Work in partnership with children and parents, and SENCO in implementing the Intimate Care Plan and consult with the SENCO and other key staff where any variation from the agreed procedure/care plan is necessary.

Make other staff aware of the task being undertaken and if required another member of staff present and complete Intimate Care Toileting and Personal Care Logs. Therefore keeping accurate records of times, staff, and any other details of incidents of intimate care.

Always explain to the pupil what is happening before a care procedure begins. Arrange a key member of staff to contact parents/carers if the child refuses to be changed, or becomes distressed during the process.

Change the child, or assist them in changing themselves if they become wet, or soil themselves. Never knowingly leave a child in wet or soiled clothing. Maintain excellent standards of hygiene when carrying out intimate care. Wear gloves while changing a child and a fresh disposable apron if required.

React to accidents in a calm and sympathetic manner. Where the child is in a changing room/toilet announce their intention of entering. Always consider the supervision needs of the pupils and only remain in the room where their needs require this

Encourage the child's participation in toileting procedures wherever possible. Not assist with intimate or personal care tasks which the pupil is able to undertake independently

Ensure Incidences of a one-off intimate care are recorded using CPOMS and reported to the SENCO for monitoring.

Parents will:

Advise staff of the intimate care needs of their child and work with the school in producing the Intimate Care Plan. Parents will provide spare nappies/incontinence pads, wet wipes, creams and spare clothes in case of accidents. Parents will work with the school to develop their child's independence where appropriate.

Swimming

Year 3 participates in school organised swimming lessons at a local swimming pool. Children are entitled to respect and privacy when changing their clothes however, there must be the required level of supervision to safeguard young people in regard to health and safety considerations and to

ensure that bullying, teasing or other unacceptable behaviour does not occur. Where a child needs additional support for changing, parental permission will be sought, and a personal care plan will be drawn up so as to maintain dignity but increase independence.

Safeguarding

Members of staff will have regard to the Europa School UK Safeguarding Policy at all times. Where there is any difference to the intimate care plan in the care provided, the SENCO or a member of the Senior Leadership Team will be informed as soon as possible and parents/carers will also be either called or informed at the end of the day as appropriate. If a member of staff is concerned about any physical or emotional changes in a child such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will be followed. If an allegation is made against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Guidelines for Good Practice

When assistance is required, this should normally be undertaken by one member of staff, they may be accompanied by another appropriate adult who is aware of the task to be undertaken. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this and/or manual handling is required as part of the intimate care plan.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned. Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. Involve the child in their intimate care. Try to encourage a child's independence as far as possible in his/her intimate care. When the child is fully dependent, talk with them about what is going to be done and give them choice where possible.

Check your practice by asking the child/parent any likes/dislikes while carrying out intimate care and obtain consent. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Make sure practice in intimate care is consistent across both sides of the week in primary school (a child can have multiple carers; a consistent approach to care is important). Effective communication with parents/carers ensures practice is consistent. Be aware of your own limitations – only carry out care activities you understand and feel competent and confident to carry out. If in doubt, ASK. Some procedures must only be carried out by staff who have been formally trained and assessed.

For many children and their families it is preferable that intimate care is provided by staff of the same gender. However, it is important to recognise that a strict adherence to this principle may not always be possible due to staffing profiles; our typical ratio of female to male staff means that we are unlikely to be able to offer the same sex staff member to male children and young people.

Communication with Children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Children communicate using different methods, e.g., words, signs, symbols, body movements, eye pointing. Make eye contact at the child's level. Use simple language and repeat if necessary. Wait for a response. Continue to explain to the child what is happening even if there is no response. Treat the child as an individual with dignity and respect.

Bodily Fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff will wear protective clothing (dispose of plastic gloves and aprons) and wash their hands thoroughly afterwards. Soiled children's clothing will be bagged to go home - staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with. All staff maintain high standards of personal hygiene, and will take all practical steps to prevent and control the spread of infection.

Equipment

The SENCO and SEN Administrator will provide cleaning materials, nappy bins/bin liners, plastic gloves and aprons, wet wipes and the Toileting and Personal Care Logs. Any specialist equipment will be provided on a case by case basis and in consultation with health care professionals working with the child/young person.

This policy should be read in conjunction with:

Safeguarding Policy

Health and Safety Policy

Supporting Pupils with Medical Conditions

SEND Policy

Monitoring, Evaluation and Review

APPENDIX 1:

Intimate Care Plan

Pupil Name:		DOB:	
Year/Class:		Staff to be involved:	
Date of Plan:		Date of review:	
Summary of Child's Individual Needs:			
Target:			
Steps to be taken towards target:			
Advice/Information about procedures required and how often during the school day:			
Where will the tasks be carried out and equipment/resources needed:			
Infection Control and Disposal Procedures:			
Parent's responsibility to provide:			
Any home school agreement, Care/management plan, risk assessment, or regular communication between home and school required:			
Other professionals involved (e.g. School Nurse, Health Visitor, CBABS, Specialist Nurse, OT/Physio, SEND Support, Community Paediatrics):			
Additional Information:			

I/We have read the Europa School Intimate Care Policy. I/We give permission to the named members of staff to attend to the needs of my/our child and agree with the procedures proposed.

Name of Parent/Carer.....

Signed.....Date.....

Signed SENCO/SLTDate.....

APPENDIX 2

Toileting and Personal Care Log

[illegible]