



Lawley Primary School
and Nursery

Planting the seeds,
growing the future

Lawley Primary School and Nursery Vision - Planting the Seeds, Growing the Future - is based on the two key principles Our Vision - Planting the Seeds, Growing the Future is based on the two key principles of: Encouraging better learners and developing life-long learners.

Our Values - We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship, and responsibility.

Our Mission statement talks of providing an environment in which every child is cared for spiritually, morally, socially, culturally, intellectually, and physically, allowing everyone to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all our children.

Lawley Primary School and Nursery

Intimate Care Policy

Introduction

Staff who work with young children or children who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing or bathing. This can also include the application of sun cream for a child who is unable to do this themselves.

Children's dignity will be preserved, and all available privacy, choice and control will be provided to them.

Staff who provide intimate care to children have all received Child Protection training and have a high awareness of child protection and safeguarding issues. Staff behaviour is open to scrutiny and staff at Lawley Primary School and Nursery work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

At Lawley Primary School and Nursery, we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress.

Our Approach to Best Practice

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance. After a child has been cared for, a log will be filled in by staff (On Evidence me for Nursery children and paper form Reception onwards). If the child had a loose movement or is heavily soiled the child's parents will be informed by telephone and be given the opportunity to collect their child if they wish to do so. (See appendices 3 and 4).

Staff who are required to provide regular intimate care will be trained to do so (including Child Protection and Health and Safety training in moving and handling) and we will ensure that they are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required. Our Nursery changing facilities have steps for the children to get to the changing table to prevent injuries to the child and or adult with lifting.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of Relationship and Sex Education to their children/young people as an additional safeguard to both staff and children/young people involved.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. In Nursery, children will be changed in the changing facility that is in the classroom. The facility has a half saloon door. This will ensure that the child has privacy from the other children but will also mean that the other adults in the room can oversee the changing procedure to ensure safeguarding terms are met. Staff of school aged children will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for wiping themselves. Parents/carers will be contacted if a child has soiled and has cleaned themselves, so that they can collect them to clean them adequately. Children should only be cleaned by an adult under mitigating circumstances, for example if the child was unwell and unable to clean themselves or SEN. If the adult made the decision to clean the child, this should be done 2:1 and would be dependent on staff ratios. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. These plans will include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible, one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents/carers will be carefully considered alongside any possible constraints, e.g. staffing and equal opportunities legislation.

With regards to children receiving medication for irregular bowel movements, resulting in regular soiled clothes that require changing, a meeting will be arranged with parents/carers to ensure that routines are established that are manageable for both school and for parents/carers.

Each child will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.

Children Wearing Nappies in Foundation Stage

At Lawley Primary School and Nursery, we request that parents/carers ensure wherever possible that their child is toilet trained before entry into the Foundation Stage, unless there are exceptional circumstances that have prevented toilet training from taking place.

If, due to exceptional circumstances, children are still in nappies we ask parents/carers to sign a simple agreement form, and an agreed Personal Care Plan as outlined in Appendix 1.

See also Appendix 2: Procedure for Changing a Nappy

The Protection of Children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated person for child protection and child protection procedures will be followed.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issues are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed [see The Education Child Protection Procedures].

Approved by Headteacher

Date: 31/01/2026

Review: 31/01/2027

Appendix 1

**Personal Care Plan
For children wearing nappies/ pull-ups in school**

Child's name:

DOB:

Completed by:

Date of plan:

Review date:

Who will change the child:
How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor or changing bench in Nursery?
Parents agree to provide the resources? e.g. wipes, nappies
How will wet/soiled clothes be dealt with?
How will the child be encouraged to participate in the procedure?
Any other comments / important information: e.g. medical information

This plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate as discussed and where possible.

Signature:

Parent's/Carer's full name

Dear Parent / Carer,

_____ currently wears nappies/ has difficulty with toileting.

We will work with you to support your child in developing independence in changing/cleaning themselves.

Attached is our Intimate Care Policy for you to read. Please sign and return the slip.

Yours sincerely

C McQuiggin
Headteacher

Child's Name:

DOB:

I have read the Intimate Care Policy, and I agree to my child being supported to develop independence in changing/cleaning themselves.

Signature:

Parent's/Carer's full name:

Appendix 2

Procedure for Changing a Nappy (child lying down)

1. Consider whether the child can be changed in a toilet cubicle standing up
2. Wash you hands
3. Assemble the equipment
4. Place the child upon the changing mat / bench
5. Put on gloves
6. Remove wet/soiled nappy
7. Fold the nappy inwards to cover faecal material and place in designated covered bin
8. Used wipes and gloves are to be disposed of in a bin with a disposable liner
9. Once the child has been changed and returned safely to the classroom, clean the changing area with a detergent spray.
10. Hands should be washed thoroughly whether gloves have been used or not

Appendix 4

Dear Parent/Carer,

Your child _____ had a soiling/wet incident today.

- They changed their clothes independently.
- They changed their clothes with adult support.
- They were changed by an adult.

In accordance with our policy the incident has been recorded.

In your child's bag you will find soiled/wet clothes.

Would you kindly return:

- Your child's clothes (that they keep in school)
- The school's clothes loaned to your child **after they have been laundered**

Thank you.