



**ACADEMY**  
PRIMARY SCHOOL



# Academy Primary and Nursery School

## Intimate Care Policy

(Revised February 2017)

## **Definition**

Intimate care may be defined as any activity required to meet the personal needs of an individual child. Parents have a responsibility to advise staff of the intimate care needs of their child and staff have a responsibility to work in partnership with parents.

## **Principles of Intimate Care**

- 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.

In Academy Primary School intimate care may include:-

- Toileting
- Menstrual Care

## **Toileting ( Nursery / Foundation Stage / Key Stage 1 )**

Children coming into the Nursery should be toilet trained and children coming into P1 should be fully capable of looking after themselves with regard to toileting. If this is not the case, parents must inform the school and agree, in writing, appropriate measures with their child's class teacher.

At induction into Nursery and P1 or on transfer from another school, parents will be asked to sign a permission form allowing members of staff to help change their child if they have a "wet" or "dirty" accident. Parents are made aware that if there is an occurrence of heavier soiling or other circumstances where a comprehensive change of clothing is needed, staff may be required to provide care at a very personal level.

Where written permission *is* given, the following procedures will be followed:

- The child will be taken to a less public place to maintain dignity.
- Clean/dry items of clothing will be provided and wet/soiled items will be sent home for washing. The child will be taken to the toilets and, if possible, with two members of staff present (or in the close vicinity with the cloakroom door open) the child will be given assistance to change. He/she will be encouraged to dress/undress and clean themselves in a cubicle, as age and ability allow, but help will be given if requested or as appropriate.
- Staff will strive to maintain the child's dignity at all times.

Where written permission *is not* given, the parent/guardian will be contacted immediately. Staff will *only* provide intimate care:

- If the parent/guardian cannot be contacted;
- When contacted, the parent/guardian is unable to come to school or make alternative arrangements and gives verbal permission.

*School staff will decide on the most appropriate care to minimise any stress, discomfort or anxiety the child may be experiencing.*

## **Key Stage 2**

Intimate care will only be provided to older children in extreme circumstances. It is anticipated that older children will be able to manage any situations given appropriate guidance, clothing and/or items of personal care. Sanitary bins are located in the P6 and P7 toilets and in the "disabled toilet". The parent/guardian will be contacted if deemed necessary.

