



# **Intimate Care Policy**

## **2025-2026**

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## **Introduction**

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. Examples include care associated with continence and more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

Intimate care is any care which involves one of the following:

- assisting a child to change his/her clothes
- changing or washing a child who has soiled him/herself
- assisting with toileting issues
- supervising a child involved in intimate self-care
- providing first aid assistance
- providing comfort to an upset or distressed child
- feeding a child
- providing oral care to a child
- assisting a child who requires a specific medical procedure and who is not able to carry this out unaided

In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. Parents have the responsibility to advise the school of any known intimate care needs relating to their child and an outside professional may be required to assist the child during the school day.

This intimate care policy has been developed to safeguard children, support staff and ensure good practice is followed. At Brookfield School, all staff have thorough background checks and 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 aim to:

- Safeguard the rights and promote the welfare of all children and young people, including those who may be more vulnerable to abuse.
- Provide guidance and reassurance to staff whose duties may include intimate care.
- Assure parents and caregivers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.
- Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

## **Our Approach to Best Practice**

Any child who requires intimate care is treated with respect at all times; we recognize that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the child in our care with their personal and intimate needs.

### **Staff Training**

Staff who provide intimate care are trained to do so and are fully aware of best practice. Resources will be provided to assist with children who need special arrangements. Staff will be supported to adapt their practice in relation to the needs of individual children considering developmental changes.

### **Working with Parents**

We believe that partnership with parents is an essential principle at Brookfield School and is particularly necessary in relation to children needing intimate care. We recognize that the information required to carry out intimate care is available from parents. We acknowledge that cultural and diversity influences may affect what is deemed “intimate” and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

Parents should be encouraged and empowered to work with staff to ensure their child’s needs are identified, understood and met. This may include healthcare plans and any other plans which identify the support of intimate care where appropriate.

When any intimate care is carried out on a student with an individual care plan, it will be recorded on their own personal record. All information concerning intimate care procedures is recorded and stored securely.

We appreciate that some children have toileting “accidents” which are out of character for them. In the event of this, the child will be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage the child to do as much as possible for his/herself and parents will be informed the same day. On the occasion that a child has an “accident,” the teacher/assistant will change the soiled clothes. Parents are to supply an extra set of clothes to keep in the cubby.

Please refer to our Toilet-Training Policy for more information.

### **Child Protection**

Child protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of development and understanding to build their confidence and assertiveness about their own body and its worth.

If a member of staff has a concern about physical changes in a child’s presentation (i.e., marks, bruises, soreness, etc.), s/he will immediately report concerns to the building administration.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into by the Head of School.

Parents/guardians will be contacted as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff or parent/guardian, all necessary procedures will be followed. (See the Safeguarding & Child Protection Policy).

### **Allegations of Abuse**

Staff working in intimate situations with children can feel particularly vulnerable. This policy can help to reassure both staff and parents of vulnerable children. Action will be taken immediately should there be a discrepancy between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Safeguarding & Child Protection Policy will be adhered to.

## **Medical Needs**

Students who are disabled might require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication or managing catheters. These procedures will be discussed with parents/guardians and a health care plan will be created and such procedures will be carried out only by specifically trained staff. This may include a shadow if deemed necessary by the school.

It is particularly important that staff follow appropriate infection control guidelines and ensure that medical items are disposed of correctly.

Any members of staff who administer first aid will be appropriately trained in the most current recommendations. If examination of a child is required in an emergency aid situation it is advisable to have another adult present, with due regard to the child's privacy and dignity.

## **Health and Safety**

Staff should always wear gloves when dealing with a child who is bleeding, soiled, or when changing a diaper. Staff will also follow additional health and safety guidelines as outlined in the Brookfield School Staff Handbook.

Any soiled waste will be placed in a waste disposal bag which can be sealed. This bag will then be placed in a bin (complete with liner) which is specifically designated for the disposal of such waste. The bin will be emptied on a daily basis and it can be collected as part of the usual refuse collection as this is not classified as clinical waste.

## **Policies and Handbooks**

These guidelines should be read in conjunction with the following policies and guidelines:

- Brookfield School Family Handbooks
- Brookfield School Safeguarding & Child Protection Policy

This policy is reviewed each year by the administration; however, changes to the policy may be made at any time based on new government regulations or recommendations on how the policy can be improved.

## **Acknowledgment of Policy**

For families, please click the appropriate link below to acknowledge receipt of the 2025-2026 Brookfield School Intimate Care Policy.

## **[Parent/Guardian Intimate Care Digital Response Form](#)**

If you are a member of the faculty, staff, volunteer or outside therapist, you will be provided a physical form to sign off on.