



Intimate Care Policy

Last review date	September 2025
Next review date	September 2028
Lead reviewer	Head of Nursey School (EYFS)

Serving North London Families

Devonshire House is a co-educational prep school, offering unparalleled preparation for senior school and life thereafter. Our unwavering emphasis on individual growth, within an inclusive community, balances traditional values and modern practice to inspire fearless life-long learning.

Our school values are:

- **Growth** – we reach high
- **Courage** – we learn fearlessly
- **Wonder** – we are inspired to find our spark
- **Belonging** – we care and come together

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 for themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing and this also includes nappy changing and assistance with toileting during toilet training.

This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):

- safeguarding policy and child protection procedures
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs policy
- Supporting pupils with medical conditions



The fundamental principles on which this policy is based include:

- Every child/young person has the right to be safe.
- Every child/young person has the right to personal privacy.
- Every child/young person has the right to be valued as an individual.
- Every child/young person has the right to be treated with dignity and respect.
- Every child/young person has the right to be involved and consulted in their own intimate care to the best of their development and abilities.
- Every child/young person has the right to express their views on their own intimate care and to have such views taken into account to the best of their development and abilities.
- Every child/young person has the right to have levels of intimate care that are as consistent as possible.

1.0 Our Approach to Best Practice

1.1 The staff at Devonshire House Preparatory School realise that the issue of intimate care requires staff to be sensitive and respectful of children's needs. Each child's welfare is of paramount importance.

1.2 In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

1.3 Staff are committed to preserving children's dignity with appropriate privacy, choice and control; ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Staff work in partnership with parents/carers to provide continuity of care to children, as per the role of the Key Person in the EYFS, wherever possible. However, additional familiar adults will be available as necessary.

1.4 This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of a child/young person.

1.5 Staff who provide intimate care to children have a high awareness of child protection and safeguarding. Safeguarding policies and procedures are accessible to staff and adhered to.



2.0 Procedures

2.1 Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

2.2 All staff undertaking intimate care must be given appropriate training e.g. Safeguarding, Disability Awareness, Health and Safety, Infection Control and Moving and Handling if necessary.

2.3 Staff who provide intimate care are trained to do so (including Safeguarding and Health and Safety training in moving and handling) and are aware of best practice. Apparatus is provided as necessary and provision will be provided to assist with children who need special arrangements.

2.4 Individual Health Care Plans/Intimate Care Plans will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans will include a full risk assessment to address issues such as health, moving and handling and the personal safety of the child and the carer. Health Care Plans and/or Intimate Care Plans shall be agreed by staff, parents/carers and any other professionals actively involved. Ideally the plan should be agreed at a meeting which all key staff attend, and the pupil is consulted wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary.

2.5 Accurate records should also be kept as agreed on the intimate care plan.

2.6 Adults who assist pupils with intimate care should not be students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

2.7 All staff must be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

2.8 There is careful communication with each child who needs help with intimate care and they are made aware of each procedure that is carried out and the reasons for it.

2.9 Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, using the steps up to the changing table or children being changed standing up.



Children will be taught hygiene and personal safety skills matched to their level of development and understanding, for example, washing their hands.

2.10 In the Nursery, the nappy changing table is disinfected after each use and staff wear gloves for every change. Aprons are available for staff. Hot running water is available. Nappy sacks and a designated bin is used for disposal of soiled nappies and associated waste. Parents are requested to provide nappies/pullups, wipes, etc. in accordance with their preferences and the needs of their child, for example, water wipes for sensitive skin. These are kept in the child's own basket and replenished when necessary.

2.11 No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care. If the nature of the site requires being able to contact someone in an emergency, consider the use of walkie talkies or a school mobile phone without camera capability.

2.12 All staff must be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

2.13 Every child/young person's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when they need help with intimate care. Reducing the numbers of staff involved goes some way to preserving the child/young person's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account.

2.14 The religious views, sexual identity, beliefs and cultural values of children and their families should be taken into account when writing the intimate care plan, particularly as they might affect certain practices or determine the gender of the carer.

3.0 Intimate Care of Children entering Puberty

3.1 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.

3.2 Children learn about personal safety as part of our Personal, Social, Health and Economic Education-PSHEE (including Relationships and Sex Education - RSE) as appropriate to their developmental level and degree of understanding. Parents are encouraged to reinforce personal safety messages within the home.



3.3 Wherever possible, a select number of staff will be designated to the intimate care of a child. As such, a child will not be cared for by the same adult on a regular basis to 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. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be considered so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

3.4 Parents/carers will be involved with their child's intimate care arrangements with a clear account of the agreed arrangements recorded where relevant. The needs and wishes of children and parents will be carefully considered alongside equal opportunities legislation.

Safeguarding

The school's safeguarding procedures will be adhered to.

From a safeguarding perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body.

Where appropriate, pupils 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 pupil's presentation, e.g. unexplained marks, bruises, etc they will immediately report concerns to the Designated Safeguarding Lead or Headteacher. A clear written record of the concern will be completed, in accordance with the school's safeguarding procedures. Parents/carers will be asked for their consent or informed that a referral is necessary prior to it being made but this should only be done where such discussion and agreement-seeking will not place the child/young person at increased risk of suffering significant harm.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the Class Teacher, Designated Safeguarding Lead or Headteacher. The matter will be investigated at an appropriate level (usually the Designated Safeguarding Lead or Headteacher) and outcomes recorded. Parents/Carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue is resolved so that the child/young person's needs remain paramount. Further advice will be taken from outside agencies if necessary.



If a pupil, or any other person, makes an allegation against an adult working at the school, this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.