



GIGGLESWICK SCHOOL

Prep & Preschool Intimate Care Policy

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1 INTRODUCTION

Giggleswick School believes that:

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

2 DEFINITION OF INTIMATE/PERSONAL CARE

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves. In addition, some children may need help with dressing/undressing or using the toilet, or support in terms of menstrual care. Most children can carry out these functions themselves, but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, enable inclusion (for example, those with Individual Health Care Plans), ensure their health and care needs are met, to support staff and ensure good practice is followed. At Giggleswick School all staff are checked with the Disclosure and Barring Service (DBS), are safeguarding trained, and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional and caring manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain. Intimate care provision will be provided in a consistent manner to reassure pupils.

The school has a 'duty of care' regarding a child's personal needs, so adult intervention may be required for the following:

- A sudden onset of diarrhoea and/or vomiting
- A medical condition requiring adult assistance
- Assistance to establish effective toilet training

3 HOW ASSISTANCE WILL BE GIVEN

Staff will offer a pupil verbal guidance on how to provide appropriate personal care. In some instances, cards may be used to help non-verbal communication with a pupil with communication issues. Initially assistance should be offered without the member of staff having physical contact/visual sight of the child's genitals.

There should be wet wipes, bags, disposable aprons and additional clothing available if needed. Staff need to ensure these are gathered before assistance is offered. Staff must wear disposable gloves. It may be that additional clothing is required from matrons. Some children may have additional clothing already in school. Accessible toilet areas (which contain showers) or bathroom in the boarding house provide clean, private and accessible spaces.

Any soiled clothing should be double bagged and clearly labelled.

Should assistance be needed that requires staff to have physical contact/visual sight of genitals then **two staff** should be present – staff should avoid being alone with a pupil. This assistance may then require staff to help a child to undress, clean, shower or bathe and to redress.

It is likely at this level of assistance that a member of staff may be required to touch a child's genitals. This should be done in a calm; efficient manner and the following protocol should be observed:

- If possible, children should be changed standing up or using the variable height changing table (hygiene suite) to avoid staff lifting children.
- Wear disposable gloves and aprons.
- Remove soiled clothing quickly and efficiently, double bagging and labelling these
- Use wipes, and dispose using clinical bins/toilet
- Wipe from the front to back
- Should showering be required, check temperature before use
- Ensure the area is left clean using disinfectant, should extra cleaning be required, seek assistance from the Domestic/Facilities department
- Always wash your hands and request the child to wash their hands thoroughly
- Refer to the Head of Prep School (and DSL) for completion of the intimate care log.

Child Protection procedures will be adhered to. If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Safeguarding and Child Protection Policy and Procedures).

Personnel working in intimate situations with children can feel particularly vulnerable. This School policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant, particularly with reference to time spent alone together. It is advised that the support role be changed as quickly as possible, should such a discrepancy occur, and then reviewed on a regular basis. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed.

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc. s/he will

immediately report concerns to the appropriate Designated Safeguarding Lead. 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.

3.1 Who will offer this assistance?

Should a child require assistance this will be offered by a teaching assistant known to the pupil in the first instance. If a teaching assistant is not available, then a member of staff known to the pupil should assist.

If the level of care requires a child's genitals to be shown and possibly touched, then **two** staff should be involved. The teaching assistant known to the pupil will be the main provider of assistance, with the other member of staff providing any additional support.

Intimate/personal care **will not** be given by an adult that the child does not know. Intimate/personal care will not be given by volunteers, visiting staff, work experience students, or Senior School. All staff undertaking intimate care are checked by the relevant DBS barred list.

Whilst it is unlikely assistance would need to be provided to KS2 pupils it must be noted that currently the teaching assistants at school are all female, so regard must be given to the age and sex of the child, with assistance provided to older boys (KS2) by a female and male member of staff.

When offering intimate care, disposable gloves must be worn.

3.2 Where will assistance be offered?

In most circumstances additional assistance can be offered outside of the toilet/ shower area with staff passing wipes/bags/additional clothing to the pupil, without visual sight/physical contact with a child's genitals.

Should staff need to be involved in seeing/touching a pupil's genitals to assist, including showering, then this assistance should be offered in one of the changing room/showers in the Prep School, Catteral or boys'/girls/changing rooms as appropriate to the level of personal care needed, staffing and circumstances. Regard to privacy from other pupils should be considered.

The DSL will keep a log noting date/time/practitioners when this level of care has been given and the reason why. This is stored securely. Staff have a duty to promptly report when intimate care has been given. Parents should also be informed unless this poses a safeguarding risk (see Safeguarding Policy and Procedures).

The school will keep written care plans for any pupil who could be expected to require intimate care and will be updated as appropriate to do so.

4 INFORMING PARENTS

For any child requiring personal care ,parents should also be informed unless this poses a safeguarding risk (see Safeguarding Policy and Procedures).

Bagged up clothes will be given to parents.

Staff will request any spare clothing is returned, washed, as soon as possible.

If a child regularly requires additional help, this will be raised with parents, initially by the child's Form Tutor. The Form Tutor will establish if any additional clothing needs to be provided by parents and if medical guidance has been sought.

Should there continue to be issues concerning personal care the Head of Prep School will meet with parents and, if appropriate, a Personal Care Plan may be drawn up and agreed to ensure correct protocols are followed.

With incidents of diarrhoea and/or vomiting parents need to be informed as soon as possible, with a reminder to parents that a child should return to school no sooner than 48hours after the last incident.

Associated documentation

- Children Act 1989 & 2004
- Equality Act 2010
- SEND Code of Practice
- Keeping Children Safe in Education (KCSIE)
- Health and Safety at Work Act 1974
- GDPR and Data Protection Act 2018

Appendix 1

Intimate Care Log

Date	Pupil	Staff Member	Witness	Nature of incident and care given

