



Intimate Care Policy

September 2025

Signed (Chair of Trustees):	
Date:	September 2025
Date of Review:	September 2026

Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites

POLICY STATEMENT

At Arbor Academy Trust, intimate care is recognised as an essential and valued aspect of supporting children's health, comfort, and wellbeing. This includes, but is not limited to, nappy changing, toileting, clothing changes, cleaning after accidents, administering first aid, and providing appropriate comfort and reassurance.

All intimate care is carried out in a way that respects the child's dignity, privacy, and personal preferences, while meeting safeguarding and health requirements.

Our procedures are in line with the EYFS Statutory Framework and the setting's Safeguarding and Health and Safety Policies.

PROCEDURES

In preparation, we will:

- Gather all necessary items (nappies, wipes, gloves, changing mats, spare clothes) before starting.
- Wash hands and put on appropriate PPE such as gloves and aprons.

During care, we will:

- Explain the process to the child in an age-appropriate way and seek their agreement where possible.
- Ensure the child is safe and secure on the changing surface.
- Remove soiled items and clean the child's skin gently.
- Apply creams or ointments only if agreed in the child's care plan.
- Put on clean clothing or a nappy, encouraging independence if appropriate.
- Share relevant information with parents/carers, including progress with toilet training or any concerns.
- Support continuity of care by working with parents/carers on routines.

PRIVACY AND DIGNITY

Our staff will:

- Carry out intimate care in a private, safe area, ensuring visibility for safeguarding.
- Provide reassurance to the child through emotional warmth and play where required.
- Position themselves to shield the child from unnecessary view while maintaining supervision.
- Use positive and reassuring language.
- Respect cultural and personal preferences.

RECORD KEEPING

Staff will ensure that they:

- Record the time and nature of intimate care provided, including observations relevant to health and wellbeing.
- Note any concerns and share them with the designated safeguarding lead if appropriate.

TRAINING AND SUPERVISION

- All staff involved in intimate care will have up-to-date safeguarding and hygiene training.
- New staff will be supervised until assessed as competent.
- Refresher training will be provided regularly.

SAFETY AND RISK ASSESSMENT

- Regular risk assessments will be carried out for intimate care areas and routines.
- Equipment will be maintained and cleaned according to health and safety standards.
- PPE will be used consistently to reduce infection risk.

PARENTAL COMMUNICATION

- Parents/carers will be informed of this policy when their child starts.
- Any incidents, concerns, or notable observations will be communicated promptly.
- Parents/carers are encouraged to share relevant information about their child's needs.

POLICY REVIEW

This policy will be reviewed annually, or sooner if necessary, and updated in consultation with staff and parents/carers.