

Castle Hill St Philip's CE Primary School



Intimate Care Policy

Date last reviewed: May 2026
Next review due: May 2028

EYFS Intimate Care Policy

All children at Castle Hill St Philip's Primary School have the right to be safe and be treated with dignity, respect and privacy at all times.

What is intimate care?

Intimate care is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- dressing or undressing
- changing nappies, underwear or continence pads
- helping a child use the toilet
- washing including intimate parts

Children may require assistance with intimate care as a result of their age, stage of development or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

Purpose of this policy

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy and Health and Safety Policy.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2025 and the Equality Act 2010.

Partnership with parents/carers

School staff work in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child.

Staff are on hand to offer advice on how to toilet train and they will direct parents/carers to the relevant support (as required). We recognise that all children have different needs and that some children may need additional support due to a medical condition, disability or Special Educational Need. In these cases, parents/carers should contact the Early Years team at the earliest opportunity prior to the child starting in school.

We ask parents/carers to provide:

- spare nappies (if needed)
- wet wipes
- change of clothes/undergarments

Our approach to best practice

Individual intimate care plans will be drawn up for particular children if necessary to suit the circumstances of the child (Appendix 1).

We will work with parents/carers of a child who requires intimate care to establish a preferred procedure for supporting the child.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care.

Staff members who are known to the child will take on that responsibility for changing children. The staff member involved will always ask the child for permission to assist them or explain to the child why they are supporting them.

The child will be supported to achieve the highest level of autonomy and independence that is possible given their age and stage of development. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present.

Nappy changing procedures

- Children are changed as and when necessary.
- All children are changed in the children's toilets with the door slightly ajar in the classroom toilet or the disabled toilet.
- Where possible children will be changed standing up, to avoid staff lifting children.
- A rise and fall bed is available in the disabled toilet which can be used if a child needs to lie down.
- Staff will wear a fresh pair of disposable gloves and a disposable apron for each nappy change.
- The child's skin should be cleaned with disposable wipes.
- Nappy creams/lotions should be labelled with the child's name and used only if prescribed for that child (by their parents) they must not be shared.
- Soiled nappies are bagged and placed in the bins available.
- Staff and child will wash and dry their hands immediately afterwards.

Toileting 'accidents' procedures

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the following procedure would be followed:

- The child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and stage of development.
- Staff will wear a fresh pair of disposable gloves and a disposable apron.
- Soiled items of underwear and clothing will be bagged and labelled.
- Child will be provided with school spare items of clothing or underwear.
- Staff and child will wash and dry their hands immediately afterwards.
- Parents/carers will be informed the same day and this information will be treated sensitively. The bagged, soiled clothing will be returned to parents/carers and parents/carers will be asked to return spare clothing to school. A record will be kept in

school of children who have taken home spare clothes and staff will remind parents/carers to return these items.

- On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Record keeping

We recognise that the information required to carry out intimate care is gained from parents/carers as is prior permission (see Appendix 2).

When any intimate care is carried out on children with individual care plans, it will be recorded on their own personal record (see appendix 3).

Intimate care following an accident will be recorded on the class record (Appendix 4)

All information concerning intimate care procedures is recorded and stored securely.

Safeguarding

A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be one of the people listed in their care plan if they have one.

All staff employed in the school have a full current DBS.

Staff who provide intimate care have all received safeguarding training (and, if appropriate, Moving and Handling training).

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be reported and investigated by the Designated Safeguarding Lead and outcomes recorded.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Monitoring and review

This policy will be reviewed every two years by the headteacher who is also the DSL, who will make any changes necessary and communicate these to all members of staff.

All early years members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix 1 - INDIVIDUAL INTIMATE CARE PLAN



Intimate Care Plan

Child's Name:	Date:
Names of Staff Involved:	

Main areas of need:

Care requirements, including frequency:

What parents/carers need to provide:

Plan written by:

Shared & agreed with parents (Date):

Sign & Date

EYFS Lead: _____

Staff Involved: _____

Parent/Carer: _____

Appendix 2 - PRIOR PERMISSION FOR INTIMATE CARE



 **Castle Hill
St Philip's
Church of England
Primary School**

Headteacher: Mrs W. Hilton

www.castlehill.wigan.sch.uk

Dear Parents/Carers,

I am writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up the attached guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

I would be grateful if you could sign and return the slip below once you have read the guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours Sincerely

Mrs W. Hilton
Headteacher

I have read a copy of the school's 'Intimate Care Policy'.

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of Child: _____

Date: _____

