ST.ANNE'S COPP CHURCH OF ENGLAND PRIMARY SCHOOL, GREAT ECCLESTON

INTIMATE CARE POLICY



"Let us love, not in word, but in truth and action." (1 John 3:18)

Approved by GB: September 2026
Next review due: September 2027

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In building solid foundations for every unique individual and putting God's love at the centre of all we do, our children learn to embrace our diverse world. We encourage our children to learn universally in order to understand our heritage and roots as a village, town, region and nation. Through strong community links, our children grow in compassion and understanding, promote justice and possess commitment and aspire to make a positive difference. We offer an ambitious curriculum that ignites curiosity along with high personal expectations that fosters resilience and which enables them to flourish. Our children are easily distinguished by the courage they show when making brave choices and understand the importance of becoming the very best versions of themselves.

1. Introduction

This policy outlines the procedures and practices in place to ensure that intimate care for children is provided safely, respectfully, and with due regard to their privacy and dignity. The policy is designed to guide staff working with children in our Early Years settings (Pre-School and Reception), particularly where personal care, including nappy changing and toileting assistance, is required.

2. Aims of the Policy

- To ensure the safety, dignity, and privacy of children when they require intimate care.
- To provide clear guidance to staff on their responsibilities and best practices when supporting children with intimate care.
- To comply with statutory requirements and safeguarding practices.
- To ensure all intimate care activities are recorded accurately, maintaining transparency and accountability (see Appendix A).
- To ensure each child's needs have been considered individually and a care plan, in conjunction with parents, has been developed (see Appendix B).

3. Scope of Policy

This policy applies to all staff, and any other staff involved in providing intimate care, for children attending the Early Years setting.

4. Definitions

- **Intimate Care:** This refers to care that involves tasks such as nappy changing, assisting with toileting, and helping children with any other personal care needs that require contact with intimate parts of the body.

5. Principles

- **Respect:** All intimate care should be delivered with the utmost respect for the child's privacy, preferences, and cultural values.
- **Dignity:** Children should be treated with dignity at all times, and their right to privacy should be respected during intimate care procedures.
- **Safeguarding:** The safety and well-being of the child is paramount. All intimate care procedures must be conducted in a way that safeguards children from harm and ensures their physical and emotional health.
- **Confidentiality:** Information about intimate care needs and incidents should be shared only with those who have a legitimate need to know and should be kept confidential.
- **Parental Involvement:** Parents or carers will be informed about the intimate care routines of their child and any changes or concerns.

6. Staff Responsibilities

Staff deployed in Pre-School know the children well. We have a cap on numbers limiting this to 16 children with 2 staff. Either member of staff may undertake intimate care duties. Both staff are responsible for ensuring the child's intimate care needs are met with care, consistency, and professionalism. This includes:

- **Nappy Changing:** Staff should change the child's nappy as needed, following hygiene protocols and ensuring that the child is comfortable throughout the process. Gloves must be worn, and appropriate waste disposal methods should be followed.
- **Toileting Assistance:** For children who require help with toileting, staff should provide assistance in a sensitive and respectful manner, ensuring that the child's privacy is maintained and that the child feels comfortable and safe.
- **Hygiene:** All intimate care should be carried out in line with the setting's hygiene standards. Staff should wash their hands before and after providing intimate care, and the child should be supported to wash their hands afterward.
- **Monitoring and Recording:** All intimate care activities, including nappy changes or toileting assistance, must be documented accurately (see Appendix A). The record should include the time, nature of the care provided, and any observations about the child's well-being (e.g., any concerns noted, reactions, or discomfort). These records should be kept confidential and stored securely.

7. Procedure for Intimate Care

This procedure should be read in conjunction with the Infection Control Policy. Children requiring intimate care have an individual care plan (see Appendix B).

- **Preparation:** Ensure the necessary equipment is available, including clean nappies, wipes, gloves, changing mats, and protective coverings. Always ensure the changing area is clean, safe, and private. Staff must wash their hands. Encourage child to walk up the steps and sit/lie down on the nappy changing mat. For non-mobile children staff to follow the manual handling procedures
- **During Care:**
    - Explain what will happen to the child in an age-appropriate manner to reassure them.
    - Always respect the child's privacy; for example, by closing doors or curtains during nappy changes or toileting.
    - Staff should encourage independence where possible, offering the child choices and helping them develop self-care skills.
- **After Care:**
    - Ensure the child is clean, dry, and comfortable.
    - Wash the child's hands and, if applicable, help them to wash their face and other parts of their body that may have been in contact with waste.
    - Place nappies in a nappy bag and then into the designated bin.
    - If reusable nappies are provided by the parent we will dispose of the soiled elements as per a typical nappy change, and seal the reusable components in a nappy bag to be taken home with the child for laundering. This will be kept out of reach from children at all times.
    - Encourage child to sit up and walk down the steps in a safe manner.
    - Any soiled clothing to also be placed in a nappy bag prior to sending home.
    - Document the care in the child's record, noting the time and nature of the care.

8. Staff Training

All staff members responsible for intimate care should receive training on:

- Safeguarding and child protection, ensuring staff understand how to identify signs of abuse or neglect.
- Infection control and hygiene practices.
- The proper handling of sensitive situations and providing care with respect for the child's dignity.
- Reporting and documenting intimate care activities in line with setting protocols.
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training

9. Communication with Parents/Carers

Parents/carers should be kept informed of their child's intimate care needs and routines. Consent should be obtained from parents before staff provide intimate care, including:

- For children age 3 and above, consent should be sought for toileting assistance if the child has special needs or requires more support.

The setting will ensure that parents/carers are notified of any significant incidents, changes in routines, or any issues related to their child's intimate care. Parents will also have an opportunity to discuss any concerns or preferences regarding intimate care routines.

10. Safeguarding and Child Protection

- Any concerns about the well-being or safety of the child must be reported immediately in line with the setting's safeguarding procedures.
- Staff must ensure that intimate care is carried out according to agreed practices, minimizing the risk of inappropriate contact.
- If a child expresses discomfort or distress during intimate care, this must be reported, and appropriate steps should be taken to address the issue, including reviewing procedures or obtaining advice.

11. Toileting in EYFS

Whilst the majority of children in the age group of 3-5years will be reliably toilet trained, there are some children who take longer to achieve this. There are also children with additional support needs who may not be toilet trained until they are considerably older and have rights and expectations under the Disability Discrimination Act 2010. Children new to nursery/school can regress initially or 'forget their training'. They may have an accident particularly when playing in water and similarly when engaged deeply in play. This should be regarded as expected and dealt with in this light. Children will always be treated with a high level of care, dignity and sensitivity if they require changing. If a child has regular accidents, then staff should talk to the parent in private at the earliest opportunity. The situation should be fully discussed and the possible reasons behind this explored. At all times children will only be accompanied to the toilet or changed by an adult who has undertaken an Enhanced CRB Disclosure. If a child is still having accidents or is still in nappies, parents will be asked to provide a set of spare clothes, nappies and wipes in a named bag.

For those children who are toilet trained:-

- Children will be encouraged to go independently to the toilet
- An adult will only assist children when necessary and appropriate.
- Children will be encouraged to use toilet paper to wipe themselves
- Children will be encouraged to flush the toilet themselves.
- Children will be shown how to how to wash their hands and use soap appropriately.

For those children who are not yet toilet trained or who are still having 'accidents':-

- Children will be changed in the toilet areas or nappy changing area as appropriate.

- A changing mat/table will be used, if appropriate, and cleaned with anti-bacterial cleaner after each use.
- Disposable gloves and an apron will be used by all staff.
- Dirty nappies will be double bagged in nappy sacks and then placed in the nappy bin in the nappy changing areas located in Pre-School. This will be emptied daily.
- All wet or soiled clothing will be wrapped in a nappy sack then a plastic bag and given to parents at the end of the session/day.
- A record will be kept of all nappy changes - the file will be kept in the changing areas.

12. Review and Monitoring

This policy will be reviewed annually, or sooner if there are changes in legislation or practice. The review will ensure that it remains in line with best practice and current legislation.

13. Conclusion

The setting is committed to providing high-quality, safe, and respectful intimate care for children, ensuring that all staff are trained, supported, and guided in their responsibilities. All intimate care will be provided with the child's safety, dignity, and well-being as a priority.

Appendix A

Nappy Changing / Assistance Chart

Child's Name	

Key: **D** – dry **BM** – bowel movement
W – wet

Staff Member	Time	Date	Notes

Appendix B

"Let us love, not in word, but in truth and action." (1 John 3:18)

INTIMATE CARE PLAN

Child's Name :	**Date :**
Nominated Staff :	
Main areas of need : (could include) • **Changing pad / Wiping bottom / Cleaning after bowel evacuation / Changing clothes**	
Detailed Plan: (refer to any toileting plans, dressing or undressing and medical needs)	
This plan was written by _____ on _____ This plan was agreed with parents/carers on _____ The child's views were sought for this plan on _____ (if not, please state why not):	
Signed (Headteacher) _____ Date _____ Signed (Teacher, Support staff) _____ Date _____ _____ Date _____ _____ Date _____ Signed (Parent/carer) _____ Date _____	

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