and

Abbots Farm Preschool

Early Years Intimate Care Policy

September 2025

Review by September 2026

This policy should be used in conjunction with WCC Guidance on Special Toileting Needs in Schools and Early Years' Settings

Contents:

Statement of intent

Abbots Farm Infant School and Abbots Farm Preschool understand the importance of their responsibility to safeguard and promote the welfare of children.

Children may require assistance with intimate care as a result of their age or due to having Special Educational Needs and/or Disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

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.

The school and Preschool are committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

Signed by:

	Headteacher	Date:	16/9/25
	Chair of governors	Date:	16/9/25

1. Legal framework

1.1. This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2025) 'Keeping children safe in education'

1.2 This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Children with Additional Health Needs Policy
- Complaints Policy and Procedures
- Low Level Concerns Policy
- Safeguarding and Child Protection Policy
- Whistleblowing Policy

2. What is intimate care?

2.1. For the purpose of this policy, **"intimate care"** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2. Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

3. Roles and responsibilities

3.1. The **headteacher** is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of all children is carefully planned, following discussions with the parent and the child, with input from the Special Educational Needs Coordinator (SENCo).
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Policy and Procedures.
- Organising training for the provision of intimate care.

3.2. All members of staff who provide intimate care are responsible for:

- Undergoing training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

3.3. Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

4. Procedures for intimate care

4.1. Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents daily.

4.2. Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

4.3. If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged times.

4.4. Each child using nappies will have in their bag clean nappies, wipes and any other individual changing equipment necessary.

4.5. Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using antibacterial wipes or antibacterial spray and blue roll paper.

4.6. The changing areas are warm and comfortable for the children and are private from others.

4.7. Whilst changing a child staff will communicate with the child and explain what they are doing and why.

4.8. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use using antibacterial wipes or antibacterial spray and blue roll paper.

4.9. The changing area has paper towels available for members of staff to dry their hands.

4.10. Any soiled clothing will be returned to parents at the end of the school day.

4.11. Any used nappies will be placed in a tied plastic bag and disposed of in a nappy bin.

4.12. Any bodily fluids that transfer onto the changing area will be cleaned appropriately.

4.13. If a child requires cream or other medicine, such as for a nappy rash, this will be provided by parents in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.

4.14. Older children and those who are able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

4.15. Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

4.16. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

5.1. The school will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child can do themselves
- Any adjustments necessary in respect to cultural or religious views

5.2. Parents will be asked to supply the following items for their child's individual storage box:

- Spare nappies
- Wipes
- Spare clothing
- Spare underwear

6. Safeguarding procedures

6.1. The school adopts rigorous safeguarding procedures in accordance with the Safeguarding and Child Protection Policy and will apply these requirements to the intimate care procedures.

6.2. Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

6.3. Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Safeguarding and Child Protection Policy.

6.4. All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.

6.5. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the Designated Safeguarding Lead (DSL) in accordance with the school's Whistleblowing Policy.

6.6. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Safeguarding and Child Protection Policy, Whistleblowing Policy and Low Level Concerns Policy.

7. Monitoring and review

7.1. This policy will be reviewed **annually** by the headteacher and the governing body, who will make any changes necessary and communicate these to all members of staff.

7.2. The next scheduled review date is **September 2026.**

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

Appendix A
Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of **two weeks** to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

Appendix B

Intimate Care Record

*To be completed by staff following any intimate care provided to a child. *

Child Details

Full Name:

Date of Birth:

Class/Room:

Care Details

Date of Care:

Time of Care:

Location of Care:

Staff Member(s) Present:

Reason for Intimate Care (tick all that apply)

☐ Toilet accident

☐ Nappy change

☐ Soiled clothing

☐ Vomiting

☐ Medical need

☐ Other (please specify):

Type of Incident (tick one)

☐ Wet only

☐ Soiled only

☐ Wet and soiled

Care Provided (tick all that apply)

☐ Cleaned child

☐ Changed clothing

☐ Nappy changed

☐ Washed child

☐ Applied cream (with parental permission)

☐ Other:

Clothing/Items Sent Home

☐ Soiled clothes in sealed bag

☐ Nappy

☐ Underwear

☐ Other:

Child's Response to Care

☐ Calm and cooperative

☐ Slightly distressed but reassured

☐ Upset – required comfort

☐ Other:

Additional Notes

(e.g. any marks noticed, child's comments, unusual behaviour, etc.)

_____

_____

Staff Signature

Name (printed):

Signature:

Date: