



Intimate Care Policy Including EYFS

INTRODUCTION

The Intimate Care Policy and Guidelines Regarding Children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. We actively promote democracy, the rule of the law, individual liberty and respect of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

DEFINITION

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:

- Feeding
- Oral care
- Washing (this may include using a hand held shower in the nappy changing area)
- Dressing/undressing
- Toileting
- Menstrual Care
- Treatments – (e.g. applying nappy rash cream following parent permission)
- Supervision of a child involved in intimate self-care

PRINCIPLES OF INTIMATE CARE

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

EYFS Statutory Guidance

Toilets and intimate hygiene

3.88 Providers must ensure:

- There is an adequate number of toilets and hand basins available - there should usually be separate toilet facilities for adults.
- There are suitable hygienic changing facilities for changing any children who are in nappies

- Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting.
 - There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.
- (Early Years Foundation Stage Statutory Framework For group and school-based providers Setting the standards for learning, development and care for children from birth to five Dated: 13 July 2026 Effective: 01 September 2026, P.40-P.41)*

NAPPY CHANGING

General Welfare Requirement: Safeguarding and Promoting Children's Welfare.

St Hilary's School promotes the good health of the children, taking necessary steps to prevent the spread of infection, and takes appropriate action when children are ill.

No child is excluded from participating in St Hilary's who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. Staff work with parents towards toilet training, unless there is some reason why this may not be possible at this stage.

St Hilary's has the appropriate equipment necessary and the hygiene practice in order to accommodate children who are not yet toilet trained. Staff see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

1. Staff have a list of children in their care who are in nappies or pull ups. The First Aid Lead, Miss Trew is also aware of any medical needs and these are shared with staff appropriately and confidentiality in order to meet the child's needs.
2. Young children from two years should have pull ups as soon as they are comfortable with this.
3. All EYFS staff are responsible for nappy changing.
4. There must be other staff close by when nappy changing takes place.
5. Changing areas are warm and there is a changing mat. Practitioners check this daily in accordance with the EYFS Health and Safety Check list. Parents are notified via **Tapestry** when their child has been changed.
6. The mat is wiped with anti-bacterial spray between each changing and staff wear protective disposable aprons and gloves.
7. There is a checklist posted in the changing area.
8. Children are encouraged to sit on the toilet.
9. Children are shown how to wash hands, using the soap dispensers and paper towels.
10. Staff do not make negative comments about nappy content or genitals.
11. Nappies are disposed of hygienically in the nappy bin provided by 'Sanaway' and are collected by a designated company regularly.

Parents/carers provide nappies/spare clothes. If they have provided permission for administering nappy cream, then this is also provided by the parent or carer and is not used on any other child.

Good Practice in Intimate and Personal Care

1. Getting to know the pupil before working with him/her
2. Being aware of any cultural or religious sensitivities related to aspects of intimate care
3. Speaking to the pupil by name and ensuring that they are aware of what intimate care is to take place
4. Addressing the pupil in an age appropriate manner
5. Respecting a pupil's preference for a particular sequence of care
6. Giving clear prompts and dialogue in an appropriate way to the child to anticipate and prepare for events e.g. show a clean nappy to indicate the intention to change as an example.
7. Encouraging the pupil to do as much as possible for themselves
8. Always seeking the child's permission to carry out a task
9. Providing facilities that allow dignity and privacy
10. Keeping records as required via Tapestry.

Two staff members should be present at all times during intimate care procedures.

Health Care Plans

For children in Pre-Prep and Prep, where a routine procedure needs to be established, a care plan will be prepared in consultation with all relevant parties.

When writing a plan, whole school and classroom management considerations will be taken into account, for example:

1. The importance of working towards independence
2. Arrangements for sports days, school visits, swimming etc.
3. Substitutes in case of staff absence continuity in care
4. Strategies for dealing with bullying/harassment (if the child has an odour for example)
5. Seating arrangements in class (ease of exit)
6. A system to leave class with minimum disruption
7. Avoiding missing the same lesson for medical routines
8. Awareness of discomfort that may disrupt learning
9. Implications for PE and swimming (changing, discreet clothing etc.)

This policy should be read in conjunction with:

Child Protection and Safeguarding Policy

Medical and First Aid Policy

Health and Safety Policy

SEND Policy

Accessibility Plan

Appendix 1



Intimate care: parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be washed and change in case of a toileting accident. Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed. I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 2

Record of Intimate Care for Pre-Prep & Prep



Date	Time	Procedure	Staff signature	Second Signature

Reviewed: June 2019, July 2020, August 2020, June 2021, June 2022, July 2022, July 2023, September 2023, October 2023, June 2024, July 2025, July 2025, July 2026

Next review date: July 2027

Read & Shared: with all staff at St Hilary's School

Person responsible: SLT, Mrs Julia Ranger (Head of EYFS and Pre Prep) and Ms Jackie Trew (Office Manager and Lead First Aider)