



Intimate and Personal Care Policy

Author of policy: Donna Farr

Date approved by Governors: 17/11/2023

Date of renewal: November 2025

Rationale

There are times when children need nappy changes, help with toileting and changing clothes. This policy provides clear guidelines for providing the intimate care of children. These guidelines are designed to promote good practice, preserve the dignity of children and safeguard children and practitioners.

No child is excluded from participating in our setting who may be, for any reason, not yet toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

Aims

To include all children in activities regardless of their ability to manage their own personal care

To safeguard the rights and promote the welfare of children

To provide guidance for staff

To reassure parents

The school is 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 are able to.
- Protect the rights of all others involved.

Definition of intimate care

“Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with or exposure of sexual parts of the body”

These tasks include: dressing and undressing, helping to use the toilet, cleaning, wiping intimate parts of the body, apply medical cream.

Definition of personal care

“Although it may not involve touching another person, it is less intimate and usually has the function of helping with personal presentation”

Tasks include: medication, hair, dressing, washing and prompting and supervising going to the toilet

We encourage children to participate in their own intimate and personal care as an approach towards facilitating participation in daily life and develop their personal and physical skills.

All children have the right to be safe, feel comfortable and be treated with dignity and respect. Staff will be sensitive to individual needs.

Procedures:

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.

Children will have their nappies/pull ups changed in the privacy of the bathroom area with the door ajar. Where possible staff will be supervised by each other by sight or sound. Staff will ask children if they can change their nappy first no matter how old they are and ask them to volunteer to lie on their own changing bed.

Designated staff ensure that nappy changing is relaxed and a time to promote independence in young children

Staff are gentle when changing: they avoid pulling faces and making negative comments about ‘nappy contents.’

Each child will have their own bag with nappies, wipes, sacks, change of clothes that will be supplied and replenished by parents.

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; members of staff will put on disposable gloves and the changing area will be cleaned appropriately using soap and hot water. The changing area has an air dryer and paper towels available for members of staff to dry their hands.

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

Any soiled clothing will be placed in a tied plastic bag in the child’s personal bag and will be returned to parents at the end of the school day. There will be a slip attached to this bag

stating if spare clothes have been used or if school have supplied spare clothes.

Nappies and pull ups should be disposed of hygienically. Nappy or pull up will be bagged and put in the bin.

The intimate care will be documented on a record form with the time, date, name of child and care needed.

While changing underwear children will also need to be in the privacy of the bathroom area. For other clothing children can be changed elsewhere in the setting as long as the child feels comfortable. Children will be asked to help change and if staff can help them too.

Should staff observe any unusual markings, discolourations or swelling, these will be reported to the DSL immediately following MFSA Safeguarding procedures.

If during the intimate care of a child a staff member accidentally hurts the child, the child will be reassured and report to the DSL.

Every member of staff holds a DBS and is up to date with Safeguarding training.

Parental Engagement

For children who wear nappies/pull up, and will need to be changed regularly throughout the day the school will liaise closely with parents to establish individual intimate care programmes 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 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
- The procedure for monitoring and reviewing the intimate care plan

Monitoring and review

This policy will be reviewed every 3 years by the Headteacher, Early Years Lead and DSL, who will make any changes necessary and communicate these to all members of staff.

The next review date is September 2026.



Intimate Care Parental Consent

This form is to be completed by the class teacher and parent/carer of the named child.

<u>Name</u>		<u>Date of Birth</u>	
<u>Care requirements:</u>			
<u>Parents Commitment</u>			
<ul style="list-style-type: none">• To inform staff before your child starts Nursery / School of any personal hygiene difficulties.• To provide nappies, wipes, nappy sacks, plastic bags and spare clothing in a named bag.• To ensure that your child is changed at the latest possible time before you bring them to Nursery or School.• To agree to a minimum changing policy ie: for the Nursery or School not to undertake to change the child more frequently than they would be at home.• To inform the staff of any changes (beginning to toilet train at home, any new medication or if a child has developed a rash) which might affect the changing procedures.			
<u>School Commitment</u>			
<ul style="list-style-type: none">• To change a child during their Nursery / School session, should they become wet or soiled.• To monitor and record how often a child is changed, in order to keep the parents / carers informed and to identify progress.• To inform the parents /carers if the child becomes distressed or marks or rashes are seen.• To review the arrangements at appropriate intervals for the child.• To direct the parents / carers to outside agencies for help if appropriate			

I have read the Early Years Intimate Care Policy provided by Matchborough First School Academy and I agree to the intimate care plan outlined above:

Parents/Carers signature		Date	
EYFS lead signature		Date	