



# Intimate Care Policy

**Ratified:** October 2023  
**Chair of Governors:** Lisa Toye  
**Review:** October 2026

## **Introduction**

This Policy represents the agreed principles for intimate care throughout the school and works within the guidelines suggested by Hertfordshire: *Continence Guidance for Early Years Settings* and *Supporting Children who are in Nappies, Advice for Early Years Settings*.

The purpose of this Policy is to:

- To safeguard the rights and interests of the children
- To ensure children are treated with respect and sensitivity, in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers of our procedures

## **Definition**

Intimate Care can be defined as any time a child's clothes may be removed due to:

- Children requiring a change of clothes for any reason
- Undertaking First Aid – checking for injuries and administering first aid treatment
- Cleaning a child who has soiled him/herself, has vomited or feels unwell.

## **Procedure**

Sometimes it is necessary for staff to assist a child in dressing/undressing, particularly in Early Years. This may be due to children needing to change clothes for any reason; because they require medical attention or because they need cleaning.

Staff will always encourage children to dress/undress independently, providing help where necessary. Any changing of clothes will take place in an appropriate area that respects the dignity and privacy of the child whilst remaining safe and accessible for staff. Staff will comfort and reassure a child at all times. Where staff need to assist a child the lead staff member will inform another member of staff and wherever possible a second member of staff will be present.

Where appropriate, gloves and aprons will be worn by staff members when assisting a child. Wet wipes, cotton wool and tissues may be used to clean children and items will be disposed of accordingly. Where nappies or other sanitary products are used, they will be put in 'nappy' sacks and disposed of accordingly.

Medical issues will be recorded in the Medical Book in accordance with our First Aid Policy. In addition, in Early Years, a record will be kept of any Intimate Care undertaken and parents will be advised as necessary.

## **Toilet Training/Soiling**

We encourage parents and carers to prepare their children for school by undertaking toilet training prior to the children starting school, however we are aware that there will be occasions when children start school without full toilet training. In these instances, we will work with families to agree procedures for their child. Staff will treat children and families with concern and sensitivity. Their priorities will be to provide comfort, reassurance and care for the children in the setting.

Where parents/carers give permission, Early Years staff can clean and change children.

Where parents/carers do not give permission, they will be contacted should a soiling situation arise. In this instance, a child will be comforted until their parent/carer arrives. If the parent/carer cannot attend school, they may give verbal permission for staff to clean and change their children.

Where parents/carers cannot be contacted, the Headteacher will be consulted and a decision that is in the best interests of the child at that time will be taken. The parents/carers will then be informed.

## **Protection for Staff**

Members of staff need to pay due regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Discussing the need for action with another member of staff
- Allowing the child, where possible, to have a known staff member help them or respecting a child's view if they are uncomfortable with a particular staff member
- Allowing the child some control over the care being undertaken
- Being aware of and responsive to a child's reactions
- Following school procedures
- As far as is practically possible, two members of staff will be present.

## **Safeguarding**

Staff are recruited in line with Safer Recruitment Procedures. All undergo Disclosure and Barring Checks. Staff receive regular training in Safeguarding and this is updated at least annually.

Volunteers should not carry out Intimate Care procedures. Student Teachers may be an additional person, but not act as a lead carer. Volunteers and students should seek the immediate assistance of school staff if a situation requiring intimate care arises.

## **Review**

This policy will be reviewed regularly and at intervals of no longer than 3 years.