

Intimate Care Policy



Approved by:	Governing Body	Date:
Last reviewed on:	June 2026	
Next review due by:	June 27	

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1. Aims

This policy aims to ensure that:

- › Intimate care is carried out properly by staff, in line with any agreed plans
- › The dignity, rights and wellbeing of children are safeguarded
- › Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- › Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- › Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with [statutory safeguarding guidance](#). (Keeping Children Safe in Education)

3. Role of parents

3.1 Seeking parental permission

At Ronald Tree Nursery, we have a lot of children who are not yet toilet trained due to the young age of our pupils.

All children may need routine or occasional intimate care (e.g. for toileting or toileting accidents). All parents will be asked to sign a consent form when their child starts in our setting.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form an intimate care plan will be created in discussion with parents (see section 3.2 below).

In the unusual situation that there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

3.3 Sharing information

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. At Ronald Tree this includes all of our Early Years Practitioners, Early Years Assistants and Nursery workers.

No other staff members or students will be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

Carol Walding (Early Years Assistant) takes the lead in intimate care; maintaining records, working with families and informing staff of any intimate care needs

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

- Children are treated with care and respect throughout any changing procedure.
- Children will only be changed by an adult they have a secure relationship with. No cover staff will change children. If they are unwilling to be changed, we will call parents to come and change their child.

- Key workers are aware of the young children in their care who are in nappies or 'pull-ups' and those children who have occasional accidents.
- Young children should wear 'pull-ups' or other types of training pants as soon as they are comfortable with this and their parents agree.
- We have 3 changing stations; in our two year old room (the Teddy Bears) and in the Gruffalo and Elmer rooms which may be used to lay young children down on if they need to be changed. The stations are at adult working height and staff assist children to climb the steps. Our changing areas are warm, with no bright lights shining down into children's eyes. Each child's bag is collected before changing nappies so that their nappies, pull-ups and changing wipes are close to hand.
- In some cases, our Tiger room children may be changed on a mat in their room. This is for those children who find transition to the toilets difficult.
- In the two year old room, the changing station is in full view of the staff in the rest of the room. In the Gruffalo and Elmer rooms, the changing station is in the toilet areas. Any member of staff changing a child will inform their colleagues in the adjacent room. The door is left open to allow communication between staff.
- Our staff put on gloves before changing starts and the areas are prepared. New gloves are used each time a new child is changed.
- All our staff are familiar with good hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing station.
- We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet, and will support them in learning the routines.
- We encourage children to wash their hands, and have soap and towels to hand.
- Children access the toilet when they have the need to and are encouraged to be independent.
- Soiled or wet nappies or 'pull-ups' are put in a nappy bag and then placed in an appropriate nappy disposal bin. The bin is located away from the learning environment. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.
- When a child has their clothes changed due to a toileting accident, the soiled clothes are put in a bag and labelled with the time of the incident. This bag is given to the parent at the end of the session by a member of staff.
- Each time an adult changes a child, a record is kept noting the time, the reason for change (eg wet/soiled) and the adult's initials. These records are saved for future reference.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to Deb Thwaites; head teacher, Jackie Wilson; teacher or Mel Perkins, FSW

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by Deb Thwaites; head teacher. At every review, the policy will be shared with the governing body

This policy will be reviewed annually and revisited as needed throughout the academic year.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEN
- Supporting pupils with medical conditions

Appendix 1: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by: