Early Years Foundation Stage

Intimate Care Policy

Policy Owner:	Lighthouse Multi Academy Trust
Academy:	Castlefort Academy
Approved/ Ratified:	Castlefort Governing Body
Date:	September 2026
Next Review Date:	September 2027

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 every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child 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 that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):

- Safeguarding policy and child protection Policy
- Staff code of conduct and guidance on safer working practice.
- Whistle-blowing Policy
- Health and safety policy
- Special Educational Needs Policy

Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

Definition

Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and the child. In school this may occur on a regular basis or during a one-off incident.

Castlefort Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

Roles of parents/ carers

Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form. See Appendix 1

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents/carers See Appendix 2

Where 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. See Appendix 3

If the academy is unable to get in touch with parents/carers 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/carers afterwards.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals such as school nurses or physiotherapists.

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

Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

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/carers 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 2 for a blank template plan to see what this will cover.

Sharing information

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

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has an accident
3. Assisting with toileting issues
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Providing comfort to an upset or distressed child
7. Feeding a child
8. Providing oral care to a child
9. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *

** In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child's individual needs.*

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a 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;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change his / her clothes

This is more common in our Early Years Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are

concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled him/herself

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose. (A supply of clean underwear and spare uniforms are available in the Nursery changing stand). Any clothes which are supplied by school need washing and returning. You will be given a slip to inform you school clothing has been used.
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Head Teacher is to be consulted and the decision taken on the basis of loco-parentis and our duty of care to meet the needs of the child.

The member of Staff who has assisted a pupil with intimate care will complete:

Child Protection/Safeguarding Guidelines

- Ensure that the action you are taking is necessary. Get verbal agreement to proceed - CARE - CONCERN - COMMUNICATE.

Pastoral Care Procedures

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown. Basic hygiene routines
- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents

In the case of Early Years Foundation Stage children to avoid any unnecessary distress, a member of staff may assist the child, with a colleague in attendance, unless a parent has requested otherwise or if the child is reluctant. Parents will be contacted as soon as it is practical to do so.

Nappy changing within the EYFS (Nursery and children with additional needs)

In the event of it being necessary to change a child's nappy, the following procedures will be followed.

In order to care for the children's physical needs we ask that parents/carers:

- Make sure that wherever possible children arrive at school wearing a clean nappy or pull ups
- Provide nappies, wipes and bags (named) for soiled nappies so that if it is necessary to change the child their individual needs can be met.
- Discuss any issues arising from the policy with the child's key person/ class teacher.

We will ensure that:

- Only staff with an enhanced DBS check will be able to change or toilet children. There will always be **two adults** present for changing.
- A record of all children in nappies will be kept in a confidential place to ensure that up to date information on their toileting requirements is available.
- A record of all nappy changes will be kept for 6 weeks.
- Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations.
- Although this area is private, it is not secret and the member of staff can still be easily heard by other staff members.
- A child will never be left alone during changing.
- Staff will wear clean disposable gloves for each child.
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using bacterial soap and dried thoroughly with a hand dryer or towel after completing the procedure.
- Dirty nappies/pants will be placed into a nappy sack and then placed into the nappy bin.
- The child's privacy will be respected at all times during nappy changing.
- If the parent/career has any queries or concerns about this procedure they should talk to their child's key person or any other member of staff.

Following any intimate care a member of staff will complete a group intimate care record sheet. See Appendix 4 or an individual intimate care record. See Appendix 5.

Roles of staff responsible for Intimate care

Any school member of staff may carry out intimate care. (Teachers, Teaching Assistants and Learning Support Assistants)

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.

How staff will be trained

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as 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.

Intimate Care Procedures

- ✓ Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
- ✓ All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- ✓ No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.
- ✓ Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.
- ✓ All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
- ✓ Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care.
- ✓ Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. (See Appendix 4 & 5)

Guidelines for Intimate Care

Please ensure that you adhere to the following guidelines when changing children:

- Always ensure that TWO members of staff are present.
- Always wear disposable gloves.
- Always wear a disposable apron.
- Always ensure the changing bed is clean before and after use, e.g. wiped down with disinfectant spray, etc.
- Always ensure that wet nappies are put in a bag and disposed of in the provided bin.
- Always ensure that soiled nappies are double bagged and disposed of in the provided bin.
- Ensure that soiled clothes are also double bagged.
- Following changing a child encourage them to wash their hands as they would usually do so after going to the toilet.
- After every change complete the child's 'Intimate Care Log'. See Appendix 2
- Always ensure that you wash your hands thoroughly after changing.
- Always report stock shortages well in advance of a shortage.
- If you are concerned about the child in away please speak to one of our Designated Safeguarding Officers.
- NEVER take your mobile phone/IPod/IPad into the toilet with you - this breaches our CHILD PROTECTION POLICY.

Providing comfort or support to a child

There are situations and circumstances where children seek physical comfort from staff (particularly children in Early Years). Where this happens staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. If a child touches a member of staff, as noted above, this should be discussed, in confidence with the Designated Safeguarding Lead.

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Our Administration of Medications Policy outlines arrangements for the management of the majority of medications in school.

Parental permission must be given before any medication is dispensed in school- this form is also available from the school office.

A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

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 a member of the Senior Leadership Team (SLT).

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 as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding Policy
- Health and safety Policy
- SEND
- Supporting pupils with medical conditions and allergies Policy

Policy review

Castlefort Governing Body review this policy annually. The governing body may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix 1

Intimate Care Parental Consent

Pupil Details

Full Name: | Year group:

Intimate Care

I give permission for a member of staff to change my child if they have had an accident during school hours. If you would like to read our Intimate policy it is on the school website.

☐ Yes ☐ No

Parent/ Carer Name:

Parent/ Carer Signature:

Date:

Appendix 2

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	

Appendix 3

Parental permission for Intimate Care

Should it be necessary, I give permission for _____ to receive intimate care (e.g. help with changing or following toileting). I understand that staff will endeavour to encourage my child to be independent. I understand that I will be informed discretely should the occasion arise.

Signed: _____ Date: _____

Adult with parental responsibility for: _____

Slip for borrowing school clothes

On _____, _____ has been provided with the following school clothing _____.

Please can these be washed and returned to school.

Kind regards

Early Years staff

Appendix 4





Intimate Care Record Pre-school/ Nursery Nappy chart

Date: _____

Morning Adult: _____			Afternoon Adult: _____		
Name:	1st change	2nd change	Name:	1st change	2nd change

Date: _____

Morning Adult: _____			Afternoon Adult: _____		
Name:	1st change	2nd change	Name:	1st change	2nd change

Appendix 5

Castlefort Academy

Intimate Care Record

Pupil Name: _____ Year group:

Date	Time	Comments (wet/soiled).	Staff initials	Signature	Witness