



## **Intimate Care Policy**

**Adopted by Higham-on-the-Hill C of E Primary School**

**Date: September 2025**

## **Our Aim**

We aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support with doing because of their young age, physical difficulties or a special need.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care, e.g. reminding the children to go to the toilet, and adopt appropriate hygiene methods to develop their independence. As outlined in the Foundation Stage curriculum, we are responsible for each child's personal care skills as an essential part of Personal Development, in order for each child to be able to access the rest of the curriculum.

On some occasions, children come to our setting in nappies; parents and carers must provide nappies if this is the case. We support children sensitively and with dignity in this matter. Also, from time to time, some children will have accidents and need to be attended to. Parents and carers are asked to supply a bag of clean clothes for their child in a drawstring bag to be hung on their child's peg. These are taken into the toilet facilities prior to changing. A small supply of spare clothing is available if necessary and parents and carers are asked to return this as soon as possible.

If a child has needed help with meeting intimate care needs or had an accident, this is treated as confidential and shared with the parents or carers in person at the end of the day or by telephone, in-app message or text.

## **Staff Training**

All EYFS staff have received EYFS training about intimate care and personal care practices. They are aware of their responsibilities, relevant policies and procedures including the need to adhere to the Safeguarding Policy, the Health and Safety Policy, and the Staff Code of Conduct. All staff are DBS checked and have received training for very specific intimate care procedures where relevant. They follow a child's individual care plan when required and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

## **Personal Care Plans**

If a child requires regular assistance with intimate care, staff will meet with the parents and carers to discuss the child's needs and devise an agreed intimate personal care plan. Relevant health care personnel and any external agencies will be involved if needed. We monitor and review the plan on a regular basis and work with parents and carers to support the child's needs. A daily chart is completed by staff; when nappies are changed, staff initial and date the chart and record whether wet or soiled. This chart is then shared on a daily basis with the parents or carers. All information is strictly confidential and shared only in private.

## **Practice**

For children requiring regular assistance with intimate care, we endeavour to ensure that the designated person responsible for providing the care is the child's key person. If this person is unavailable, another staff member will assist. We work hard to try to ensure that it is a positive experience and comfortable for all. The child is encouraged to undertake as much of the

procedure for themselves as possible, including using wipes to wash intimate areas, dressing and undressing. A child requiring regular assistance will have a care plan in place and this will be filled in by staff daily. This will be discussed and shared with parents and carers.

All Foundation Stage classes have access to their own toilet facilities and every effort is made to ensure privacy and modesty when assisting children.

If you have any concerns regarding care plans, practice or procedures, please contact your child's school.

### **Soiling**

Intimate care for soiling should only be given to a child if the parents and carers have given written permission for staff to clean and change the child. Parents of children in Reception are requested to sign a permission form at the start of each academic year (Appendix 1).

If a parent or carer does not give consent, the school will contact the parents or carers, or other emergency contact, giving specific details about the necessity for cleaning the child. If the parents or carers or emergency contact is able to come within a short period of time, the child is comforted and kept reassured to preserve dignity until the parent or carer arrives. If the parent or carer or emergency contact is unavailable to come to school, we will seek to obtain verbal consent from parents or carers for staff to clean and change the child. Permission will be sought on each occasion that the child soils themselves.

If the parents, carers and emergency contacts cannot be contacted the EYFS Leader or a member of SLT will be consulted. A decision will be made in the best interests of the child.

### **Dealing with blood and body fluids**

Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely by double bagging the waste. When dealing with body fluids, staff always wear protective clothing, including disposable aprons and gloves, and wash themselves thoroughly afterwards. A child's soiled clothing will be bagged to go home but will not be rinsed or washed.

### **Accidents to intimate areas**

If a child injures themselves in an intimate area, the child will be asked to check the area alone and the child's parents or carers will be contacted immediately; they will be informed of what the child has said regarding the injury. The child's parent or carer will be invited into the school to inspect their child and decide on what course of action they would like to take based on this. Where a parent or carer (or their emergency contact) cannot be reached, the child will be made comfortable until such time as contact can be made. Staff will not conduct any form of inspection of the injured area.

In the event that the child is bleeding from this area, contact will be made with the parent or carer in the first instance and advice may be sought from our First Aid Leads and 111 as appropriate.

### **Working with Parents**

We work closely with parents and carers to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents and carers, and monitor and review the care plan together. During transition visits, parents and carers are introduced to their child's key person and are encouraged to discuss any concerns with them. We encourage an 'Open Door' approach and are available to speak to parents and carers daily.

If you are unable to come into school and wish to speak to your child's key person, please contact the school office; they will be more than happy to arrange an appointment for you.

## **Working with Outside Agencies**

Sometimes it is necessary to involve outside agencies in a child's care plan. This could be to offer strategies for overcoming difficulties, to support parents and carers or to help school staff develop specific care plans. As a team, we welcome the support of a range of different agencies and work closely together to benefit and support the needs of the child and their parents and carers. If we feel it is necessary to refer to an outside agency, this will only be considered after discussions with parents and carers.

The Special Educational Needs and Disabilities Co-ordinator (SENDCO) will oversee this process. If you have any concerns, or wish to speak to the SENDCO, please contact the school office.

## **Appendix 1: Intimate Care Permission Letter**

Dear Parents and Carers,

We review intimate care policy for the Foundation Stage on an annual basis and are required to have written permission in order to change children who have had an accident.

If a child wets or soils themselves whilst at school, it is important that appropriate measures are taken to clean and change them as quickly as possible. Our Early Years Staff are all experienced and trained at carrying out this task and will do so ensuring that the child's privacy and modesty are paramount. If you would rather the staff not change your child when wet or soiled, the school will contact you or your emergency contact who will be asked to attend without delay.

The trust schools have an Intimate Care Policy which is available to view on our schools websites.

Please fill out the permission slip below stating your preference.

Yours sincerely,

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Name of Child.....Class.....

### **Please tick as appropriate**

I give consent for my child to be changed and cleaned by Early Years' staff if they wet or soil themselves whilst at school.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for

my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Signature of Parent/Carer..... Date.....

Please print name.....