



Brenzett Church of England Primary School

Intimate Care Policy

Document title:	Intimate Care Policy
Version number:	1
Date of Issue	June 2026
Date Adopted by local Governing Body	
Date to be revised	December 2027

Policy Statement

Brenzett Church of England Primary School is committed to safeguarding and promoting the welfare of all children. We recognise that some children may require support with intimate and personal care due to their age, developmental stage, medical needs, disability, special educational needs, illness, accidents or emotional wellbeing.

We are committed to ensuring that intimate and personal care is provided in a safe, respectful, inclusive and dignified manner that safeguards children and protects staff from misunderstandings or allegations. All intimate care arrangements will be undertaken in accordance with the school's Child Protection and Safeguarding Policy, Staff Code of Conduct, the Early Years Foundation Stage (EYFS) Statutory Framework, and Keeping Children Safe in Education (KCSIE).

We seek to uphold the dignity, wellbeing and individuality of every child in our care.

Aims

The aims of this policy are:

- To include all children in school activities regardless of their ability to manage their own personal care.
- To safeguard and promote the welfare of children.
- To protect children from harm and abuse.
- To protect staff from allegations or misunderstandings.
- To provide clear guidance for staff.
- To reassure parents and carers.
- To promote children's independence and self-care skills.
- To ensure children are treated with dignity, sensitivity and respect at all times.

Legislative and Guidance Framework

This policy is informed by:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Children Act 1989 and 2004
- Equality Act 2010
- SEND Code of Practice 2015
- Early Years Foundation Stage Statutory Framework
- Supporting Pupils with Medical Conditions at School (DfE)
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- Brenzett CEP School Child Protection and Safeguarding Policy
- Brenzett CEP School Staff Code of Conduct

Rationale

There are times when children require nappy changing, support with toileting, changing clothes following accidents, assistance with personal hygiene, or support arising from medical, physical or developmental needs.

This policy provides clear guidance for staff, parents and carers regarding intimate and personal care arrangements. The guidance is designed to:

- Promote good practice.
- Safeguard children and staff.
- Ensure consistency of practice.
- Protect children's dignity and rights.
- Support inclusion and independence.

Definition of Intimate Care

Intimate care involves care tasks associated with bodily functions, bodily products and personal hygiene which require direct or indirect contact with, or exposure of, intimate parts of the body.

Examples include:

- Nappy changing.
- Pull-up changing.
- Supporting a child to use the toilet.
- Cleaning and wiping intimate areas.
- Changing soiled clothing.
- Assisting with continence care.
- Supporting menstrual hygiene.
- Applying prescribed medical creams or barrier creams to intimate areas.

Definition of Personal Care

Personal care involves supporting a child's daily living needs and personal presentation and may not involve intimate contact.

Examples include:

- Feeding support.
- Administration of medication.
- Hair care.
- Dressing and undressing.
- Handwashing and personal hygiene.
- Prompting and supervising toileting.
- Encouraging self-care routines.

Principles

The following principles underpin all intimate and personal care arrangements:

- The welfare and dignity of the child are paramount.
- Children have the right to privacy.
- Children will be treated with sensitivity, respect and compassion.
- Children should be encouraged to participate in their own care wherever possible.
- Children's views, wishes and feelings will be considered.
- Care will be delivered in a way that promotes independence.
- Cultural, religious and family values will be respected.
- Intimate care will only be provided when necessary.

The school will take into account the religious views, beliefs and cultural values of the learner and their family, as well as the learners gender identification and individual physical needs (e.g. periods, catheterisation, stoma care etc) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

- The school will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
- The school will ensure that all staff are aware of the need for confidentiality. Personal and

sensitive information will only be shared with those who need to know.

Safeguarding Responsibilities

Intimate care is recognised as a safeguarding responsibility.

All staff involved in intimate care must:

- Hold an enhanced DBS check.
- Complete safeguarding training.
- Follow the school's safeguarding procedures.
- Maintain professional boundaries at all times.
- Report any safeguarding concerns immediately.

Staff must remain vigilant for:

- Unexplained marks, bruises or injuries.
- Signs of neglect.
- Behavioural changes.
- Sexualised behaviour inappropriate for the child's age.
- Disclosures or comments that raise concerns.

Any concerns must be reported immediately to the Designated Safeguarding Lead (DSL) and recorded in accordance with the school's safeguarding procedures.

Where a child becomes distressed during intimate care, staff should stop where safe to do so, reassure the child and seek assistance if required.

Any allegation made against a member of staff will be managed in accordance with KCSIE and the school's Managing Allegations Against Staff procedures.

Intimate Care Procedures

General Arrangements

- By signing the Nursery Parental Contract, parents/carers agree to the setting staff changing their child if they wear a nappy/pull-up or should the need arise for a change of clothing due to a toilet accident, wet or messy play.
- All staff members hold a current DBS certificate and will be allowed to change any child or accompany them to the toilet. We will use the Key Person system as much as is possible during these times.
- A changing area is provided where staff can change children safely and hygienically. This area will be kept clean, warm and dry at all times.
- Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.
- Children wearing nappies/pull-ups will be checked regularly during the session to ensure they remain clean and dry. Nappies/pull-ups will be changed at least once during a session by the setting staff, unless parents request differently. Nappies and Pull ups will be checked prior to going home at the end of their session and changed if needed.
- If a parent/carer has provided nappy barrier cream and the person changing them feels it is required, staff are permitted to apply it in accordance with the recommendations noted by the manufacturer.

- The child must be changed on the changing unit unless the child is deemed too tall/heavy to pick up or refuses and prefers to stand. Only in these instances will the changing mat be placed on the changing area floor for the child to be changed.
- Other children will be kept away from the area whilst in use to respect the privacy and/or any religious/cultural practices of the child being changed.
- The mat will be cleaned before and after use with anti-bacterial cleaner.
- Disposable gloves and aprons must be worn when changing a child. These will be disposed of after each child to prevent the spread of germs.
- Parents must provide their child with changing items (if in nappies), clearly showing their child's name. Only these items will be used to change a child, unless a prior agreement has been made, via the parental agreement form, in order to prevent allergic reactions, cross infection, etc. If baby wipes have not been provided and no prior agreement has been made the child will be changed using only tissue and water.
- Baby wipes, gloves and nappies will be placed in a nappy sack and then disposed of in the nappy bin unit which is emptied at regular intervals.
- The above-mentioned unit will be emptied when full or at the end of each day and disposed of according to the local environmental health departments advice.
- Any wet/soiled clothing will be put in a nappy sack and sent home with the child.
- Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.
- A record is kept to show which child has been changed, by whom and when. This will be stored in compliance with the school's safeguarding policy and GDPR guidance.

Toileting Accidents

If a child has a toileting accident:

- The child will be reassured and treated sensitively.
- Staff will support the child to change clothing as independently as possible.
- Wet or soiled clothing will be placed in a sealed bag and returned home.
- Parents will be informed where appropriate.
- A record will be maintained where required.
- Children will never be made to feel embarrassed, ashamed or punished as a result of an accident.

Hygiene and Waste Disposal

- Disposable gloves and aprons will be worn.
- Soiled nappies, pull-ups, wipes and disposable materials will be placed in nappy sacks before disposal.
- Waste will be disposed of in accordance with environmental health guidance.

- Cleaning materials will be stored safely.
- Staff and children will wash hands thoroughly following intimate care procedures.

Individual Intimate Care Plans

Where a child requires regular support due to a medical condition, disability or additional need, an Individual Intimate Care Plan will be developed in consultation with:

- Parents/carers.
- The child (where appropriate).
- School staff.
- Relevant healthcare professionals.

The plan will identify:

- The child's needs.
- Level of support required.
- Staffing arrangements.
- Equipment required.
- Risk assessments.
- Emergency procedures.
- Review dates.

Working in Partnership with Parents

The school values close partnership with parents and carers.

Parents are expected to:

- Provide adequate supplies of nappies, pull-ups, wipes and spare clothing.
- Inform the school of any medical conditions affecting intimate care.
- Work collaboratively with staff during toilet training.
- Work towards their child achieving the maximum possible level of independence at home.
- Participate in reviews of care plans where applicable.

The school will:

- Communicate sensitively and professionally.
- Inform parents of significant concerns.
- Promote consistency between home and school approaches.

Children's Rights

We recognise children's rights to:

- Be safe.
- Be treated with dignity and respect.
- Have privacy respected.
- Have their views considered.
- Be supported to develop independence.
- Be protected from discrimination.

Children will be encouraged to participate actively in their own personal care and develop self-help skills appropriate to their age and stage of development.

Record Keeping

A record will be maintained of changes through the day and communicate to parents via the Tapestry App. Permission for changing will be agreed during each child's enrolment process.

Governor Responsibility

- To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues.
- To ensure that sufficient staff are trained to meet the needs of their learners.
- The governing body will ensure that this policy is monitored and reviewed at least every three years.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- There are changes to statutory guidance.
- Safeguarding requirements are updated.
- School procedures require amendment.

Policy Review Date

December 2027

Next Review Due

December 2028 or sooner if statutory guidance changes