



Intimate Care Policy

Version	1.0
Based on Model	N/A
Review body	Headteacher
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Version	Date	Notes
1.0	Sept 2026	Adoption of new separate intimate care policy

Arlesdene Nursery School and Pre-school is committed to:

- Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formulation and review of this policy and will be adhered to in its implementation and application across the whole school community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any school member or visitor expressing opinions contrary to fundamental British values, including extremist views, will be actively challenged.

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Intimate Care

1. Principles of intimate care

We understand all children develop differently and we undertake to meet children's individual needs as necessary. We aim to be inclusive to all children and to give consideration to the individual needs of the child and individually, intimate care plans will be implemented when necessary.

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. It also includes supervision of children involved in intimate self-care.

Examples of intimate care covered by this policy include helping with toileting, changing nappies, and washing children who have soiled themselves.

All staff responsible for the intimate care of children will undertake their duties in a sensitive and professional manner; children will be afforded dignity and respect when receiving support with intimate care.

- Every child has the 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.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

2. Provision of intimate care

All intimate care routines are conducted with dignity and respect. Intimate care, nappy changes and toileting is delivered in a discreet and respectable manner. For example, using their bodies to shield children and protect their privacy while still ensuring adequate supervision.

Staff will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development.

When intimate care is required, staff will inform another adult in the setting when the intimate care is due to take place and when it has concluded. Staff will communicate throughout the process with the child requiring intimate care, to maintain respect and dignity for the child.

Children communicate using different methods, e.g. words, signs, symbols, body movements, eye pointing. It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a young child cannot make a choice. It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication.

Unless the care plan requires it, there is no need for more than one member of staff to be involved in a child's personal care.

3. Nappy changing

The school will work with parents towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate. Nappies will be checked at regular intervals and changed when required. A child's nappy will always be changed promptly when soiled.

- Staff members must wear a disposable apron for nappy changing.
- Staff members must wear a fresh pair of disposable gloves each time they change a nappy.
- Staff members must wash their hands after every nappy change using soap and water or alcohol gel.
- A soothing cream will be applied if a child has sore skin or if a parent specifically requests for it to be applied to their child.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- Staff members must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Staff members will ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- Nappy changes will be recorded on the nappy sheets.

4. Soiled Clothing

Sometimes a child may require a change of clothes through toileting, illness or injury, i.e. faeces, bodily fluid including vomit or blood, staff must follow these steps:

- Staff members must wear disposable gloves and a plastic apron
- Staff must prepare in advance spare items of clothing, preferably the child's own, however spare clothes may be used if the child has nothing appropriate
- Staff must respect children's dignity, ensuring they are changed somewhere private, where possible, and reassure them that they have done nothing wrong
- Staff must carefully remove clothing from the child
- Any waste which can be flushed through the toilet must be done so
- Soiled clothing must be placed in a plastic bag, tied securely, heavily soiled clothing must be double bagged
- The bag must be labelled with the child's name and date
- Clean the child, using tissue, wipes or gauze swabs where appropriate. Any waste matter containing bodily fluid must be disposed of in yellow hazardous waste bags
- Encourage the child to wash their hands where appropriate
- Clean and disinfect the area
- Ensure the bag of clothing is sent home with the child at the end of the session
- Note: if clothes are too heavily soiled and it presents as a health risk to keep, staff may use their discretion and dispose of it, however parents will be informed.

5. Parental responsibilities

The school works in partnership with parents and asks parents to assist us by ensuring:

- they understand that they will be asked to collect their child from the school if their child shows symptoms of diarrhoea or similar indications of ill health;
- their child wears nappies or protective underwear to school until they are dry and clean the majority of the time.
- they understand they will provide appropriate nappies, wipes & cream for nappy changes.

6. Safeguarding

- The school's Safeguarding and Child Protection policies will be followed by staff at all times.
- Staff will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained
- Members of staff undertaking intimate care who suspect a child protection issue must inform the designated senior person for child protection immediately
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Headteacher or senior member of staff on duty. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed. Advice and support from partner agencies or professionals will be sought if necessary
- Any allegations made against staff will be dealt with following the provisions set out in the Child Protection policy

7. Children with medical needs

Arlesdene Nursery School & Pre-school will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures, such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A Health Care Plan will be completed, and a copy will be kept with the child's personal details and in the room that the child attends
- Any members of staff who undertake medical interventions will be appropriately trained and where medical procedures are required there must be two members of staff present.

8. Record Keeping

- Staff will complete a written record sheet every time a child has received assistance with an aspect of their intimate care