



Intimate and Personal Care of Children Policy

2025

Signed by:

Committee with oversight for this policy	
Policy last reviewed by the Early Years Foundation Stage Leader	17.09.2025
Policy last ratified and adopted by Full Governing Body	
Policy/Document due for review	

Intimate and Personal Care of Children Policy

Introduction

Woodlands 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 children with respect when intimate care is given. Our practice permits and promotes the greatest level of self-care and independence for every child.

Definition of Intimate Care

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are not able to do independently, for example:

- Dressing
- Changing soiled or wet clothes
- Changing a nappy or pull up
- Toileting
- Washing
- Application of topical medicines (e.g. sun cream, eczema creams)
- First aid and medical assistance

Principles of Intimate Care

The provision of personal care may be routine for some of the younger children in our Early Years who have not yet been fully toilet trained. It may also be part of the routine care for some children with a disability. However, the need for personal care occurs occasionally for other children in the school.

The following statements are the fundamental principles of intimate care upon which our policy is based.

Every child has the right:

- To be safe
- To personal privacy
- To be valued as an individual; to be treated with dignity and respect
- To be involved and consulted in their intimate care to the best of their abilities
- To express their views on intimate care and to have such views taken into account
- To have levels of intimate care that is appropriate and consistent.

All staff working with children in Woodlands Academy will hold up to date Disclosure and Barring Service checks (DBS). Staff designated to carry out intimate care will be properly trained, receive appropriate guidance and know the school's child protection policy, intimate care policy and other related pastoral care policies. Students and volunteers are **not** permitted to be involved in intimate care. Staff behaviour is open to scrutiny and staff at Woodlands Academy work in partnership with parents/carers to provide continuity of care to children whenever possible. The school 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.

Management of Intimate Care

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

A child will be encouraged to attend to their own needs wherever possible and safe to do so – depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help. The expectation is that staff will use limited touch and when physical contact is made with pupils, it will be in response to the pupils needs at the time and be of limited duration. Staff will encourage children to be as independent as they can.

Each child's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy. In Early years, children will change in the Nursery or Reception bathrooms. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or changed. Where possible, one child will be cared for by one adult. When a member of staff is required to provide intimate care, they must first notify another member of staff so that they are aware and remain within hearing or sight of the child.

Older children should change in the disabled toilets. If help is needed, one adult should be inside the room, with the door ajar and a second adult should be outside within hearing or sight of the child.

Continuing/Ongoing Intimate Care Need

If a child has a continuing need for intimate care, for example, they are in a nappy or pull-up, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed. We encourage all Nursery and Reception children to be fully toilet trained prior to starting school.

Advice and support from a Health Visitor or School Nurse will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parents/carers will provide nappies or pull-ups, wipes, nappy sacks and a changing mat (where appropriate). The school will provide disposable gloves and aprons as well as antibacterial hand wash and spray.

When a child requires intimate care, the member of staff caring for the child will notify another member of staff of the task being undertaken, and it will then be recorded in the Personal Care books in the Nursery and Reception classrooms. For older children the incident will be recorded in the school medical log.

It is the responsibility of all staff caring for a child to ensure that they are fully aware of the child's method and level of communication. Depending on their maturity and levels of stress, children may communicate using different methods – words, signs, symbols, body movements, pointing etc.

To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the child protection officer following the school's child protection procedures. (see Child Protection Policy)

Responsibilities

The School Leadership Responsibilities:

- To ensure that staff will receive on-going training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/child protection procedures; and other aspects of intimate care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care Policy and relevant Intimate Care Procedures.

Staff Responsibilities:

- Staff must be familiar with the Intimate Care policy/procedures.
- Staff must adhere to health and safety and intimate care policies and procedures and must report any health and safety concerns to management within the school.
- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures.
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Parents Responsibilities:

- To ensure the school is provided with adequate supplies and changes of clothes
- Liaise regularly with the school regarding care arrangements

Appendix 1

Intimate Care Procedures - Procedure for undressing and dressing pupils – after soiling/getting clothes dirty/wet:

(When a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- You have told another member of staff that you are involved in an intimate care procedure.
- Ensure the privacy of the child is considered.
- Ensure another member of staff is within hearing or sight of the child if there will be direct physical contact with the child.
- Ensure you are wearing disposable gloves and apron.
- Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when and if needed.
- Wash/clean as required – again encourage the child to do this independently using wet wipes. Ensure lower regions are covered before removing garments from upper body (if necessary). Dispose of wet wipes in lidded bin reserved for soiled waste only.
- Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some clean clothes from the school supply).
- Encourage the child to dress themselves. Provide help or assistance as appropriate/required.
- Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the day. Where appropriate we will speak to the parents as well.
- The child must then wash their hands with hand wash and water.
- Remove gloves and wash your hands using hand wash. Dispose of gloves and apron in the appropriate lidded bin.
- **IMPORTANT** – record the care given in the Personal Care book located in the Nursery for EYFS children and in the medical log for older children. A second member of staff must also sign.

Appendix 2

Intimate Care Procedures – Procedure for changing nappies / pull ups:

(Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

- You have told another member of staff that you are involved in an intimate care procedure.
- This takes place away from others, but that doors are left ajar.
- Ensure you are wearing disposable gloves and apron.
- Remove clothes from child's lower body, or provide help if they can do it independently.
- Take off the nappy while the child is standing, or use the changing mat on the floor.
- Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up. Check that it fits snuggly around the waist and legs.
- Dress the child or allow them to dress themselves if they are able to.
- Ask the child to wash their hands.
- Ensure that the soiled nappy is put in a nappy sack or plastic bag, sealed and disposed of in the appropriate lidded bin.
- Dispose of gloves and apron in the lidded bin.
- Wash your hands with hand wash.
- **IMPORTANT – Record the care given and let parents know X's nappy was changed today X times atam/pm by X.**

Appendix 3

PERMISSION FOR SCHOOL STAFF TO PROVIDE INTIMATE CARE

My child has an ongoing medical need and will require intimate care.

Child's name

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Class

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Reason for ongoing intimate care need:

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I give permission to the school to provide appropriate intimate care support to my child e.g.

- Changing soiled nappies
- Changing soiled clothing
- Washing
- Toileting if and when needed
- Other intimate care as may be necessary
- I will provide the school with suitable nappies, wipes, nappy bags and a change of clothes.
- I will advise the EYFS Lead/Class Teacher of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach.
- I have read the school's Intimate Care Policy.

I understand that the school will inform me if my child has needed intimate care verbally at the end of the day.

Name of

parent/carer.....

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Signature.....

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Date.....

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Headteacher

agreement.....

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This is subject to an annual review and will be next reviewed on