

Westfield Primary School and Nursery

Intimate Care Policy



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1. Policy Statement

Westfield Primary School and Nursery is committed to ensuring that all children who require intimate care are treated with dignity, respect and sensitivity. Children's welfare, safety, privacy and rights are paramount, and staff carrying out intimate care will do so professionally and in a way that promotes each child's wellbeing and growing independence.

For the purposes of this policy, **intimate care** includes any care that involves washing, touching or carrying out a procedure to intimate personal areas that most children would usually undertake independently, but which some children may require support with because of their age, developmental stage, SEND, medical needs or an accident. This may include toileting, nappy or pull-up changing, changing soiled or wet clothing, cleaning following toileting and supporting children with menstrual care where appropriate.

This policy has regard to the **Early Years Foundation Stage (EYFS) Statutory Framework for group and school-based providers, effective from 1 September 2026**, and **Keeping Children Safe in Education 2026**.

It should be read alongside the school's Safeguarding and Child Protection Policy, SEND Policy, Health and Safety Policy, Staff Code of Conduct and Whistleblowing Policy.

2. Aims

The school aims to ensure that intimate care is provided safely, consistently and sensitively while protecting children's dignity and promoting independence wherever possible.

We will work in partnership with parents and carers and, where appropriate, other professionals to ensure that children's individual needs are understood and met. No child will be discriminated against, excluded or disadvantaged because they require support with toileting or intimate care.

3. Safeguarding and Welfare

Intimate care is a safeguarding matter and must always be carried out in accordance with the school's safeguarding procedures and Staff Code of Conduct. The Designated Safeguarding Lead (DSL) has oversight of safeguarding practice and is available to provide advice where concerns arise.

Staff must remain alert to anything they observe during intimate care that could indicate a safeguarding concern, including unexplained marks, bruising, injuries, changes in behaviour or comments made by a child. Any concern must be recorded and reported immediately in accordance with the school's safeguarding procedures. Staff must not investigate safeguarding concerns themselves.

Children's privacy must be considered during toileting and nappy changing and balanced appropriately with their safeguarding and support needs. This reflects the specific requirement within the EYFS regarding privacy during intimate hygiene.

Any concern or allegation that a member of staff or another person working with children has harmed, or may have harmed, a child will be managed immediately in accordance with the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education and local safeguarding/LADO procedures. Where the relevant EYFS notification requirements apply, Ofsted will be informed of allegations of harm or abuse and the action taken within the statutory timescale.

Staff are expected to use the school's whistleblowing procedures if they have concerns about the conduct or practice of another adult.

4. Staffing, Suitability and Training

Only appropriately employed, checked and authorised members of staff will routinely provide intimate care. Staff undertaking intimate care must understand the school's safeguarding procedures, expectations for professional conduct and appropriate infection-control procedures.

Recruitment and suitability checks will be undertaken in accordance with current statutory requirements, including the appropriate Disclosure and Barring Service checks. The September 2026 changes to regulated activity and DBS requirements will be reflected in the school's wider safer recruitment procedures.

All practitioners working within the EYFS will receive appropriate safeguarding training in accordance with the requirements of the EYFS statutory framework and its safeguarding training criteria.

5. Approach to Best Practice

Children will be treated as individuals and their age, developmental stage, communication needs, SEND, medical needs and preferences will be considered when intimate care is provided.

For children in the EYFS, parents/carers will be asked on admission to provide written consent for staff to provide routine, age-appropriate intimate care where required. This may include support with toileting, wiping, changing following an accident and changing nappies or pull-ups. This general consent means that an individual intimate care plan is not required solely because a child occasionally needs age-appropriate assistance with personal care.

Where a child has regular, ongoing or additional intimate care needs that require an individualised approach, an Individual Intimate Care Plan will be agreed with parents/carers.

A child will never be left wet, soiled, distressed or in an unsafe or undignified situation because written consent is unavailable at that moment. Staff will act in the child's best interests and inform parents/carers as appropriate.

Wherever practicable, intimate care will be provided by a member of staff who is known to the child. A small number of familiar adults may provide care to ensure both consistency for the child and appropriate safeguarding arrangements.

Intimate care does not routinely require two members of staff to be present. Staffing arrangements will take account of the child's individual needs, dignity and privacy alongside safeguarding considerations. Where a child's care plan, moving and handling needs, risk assessment or other individual circumstances require two adults, this will be clearly identified.

Staff will explain what they are going to do in language appropriate to the child's level of understanding and encourage the child to participate in their own care wherever possible. Children will be encouraged to develop independence in dressing, toileting, handwashing and other personal-care routines without being rushed or placed under inappropriate pressure.

6. Child-Centred Practice and Consent

Children will be listened to and their wishes, communication and behaviour will be taken seriously. Staff should seek the child's cooperation before and throughout intimate care and explain each stage of the process.

A child showing signs of discomfort, distress or unwillingness should not simply be ignored because they are unable to communicate verbally. Staff should consider all forms of communication, including gesture, facial expression, behaviour, signing, symbols or communication aids.

If a child is distressed by a particular member of staff providing intimate care, alternative arrangements will be made wherever reasonably possible and any safeguarding concerns will be reported appropriately.

Children with SEND or additional needs will receive reasonable adjustments to enable their intimate care needs to be met safely and with dignity. Requiring assistance with toileting, continence or other intimate care will not in itself prevent a child from accessing education or participating fully in school life.

7. Toileting and Nappy Changing

Children will be supported with toileting according to their individual stage of development. The school recognises that children develop continence at different rates and that some children entering Nursery or Reception may still require support with toileting or changing.

Children will not be shamed, punished or made to feel embarrassed because of toileting accidents, continence difficulties or the need to wear nappies or pull-ups.

Suitable and hygienic changing facilities will be provided. Children's privacy will be respected while ensuring appropriate safeguarding and supervision. Current DfE guidance for school-based nursery provision similarly identifies hygienic changing facilities and privacy alongside safeguarding as important considerations.

Where appropriate, the school will work with parents or carers to support children's developing independence and toilet training, while recognising individual developmental and SEND needs.

8. Health, Safety and Infection Control

Staff will follow appropriate hygiene and infection-control procedures whenever intimate care is provided. This includes effective handwashing and the appropriate use of disposable gloves and aprons.

Changing surfaces and equipment will be cleaned appropriately following use. Soiled nappies, pull-ups and other contaminated materials will be disposed of hygienically in accordance with the school's procedures.

Children will be encouraged and supported to wash and dry their hands following toileting or changing.

Parents or carers may be asked to provide suitable spare clothing, nappies, pull-ups or other individual items required by their child. The school will also ensure that appropriate contingency arrangements are available so that a child's immediate care, dignity or welfare is not compromised if an item is unavailable.

9. Recording and Communication with Parents

Routine intimate care will be recorded in accordance with the school's agreed procedures. Records should be proportionate to the care provided and may include the child's name, date and time, nature of the care provided, member of staff involved and any relevant observations.

Parents and carers will be informed about significant accidents, concerns or changes relating to their child's intimate care. The method and frequency of communication for children receiving regular intimate care may be agreed as part of the child's individual care plan.

Records will be stored securely and managed in accordance with the school's data protection, record-keeping and safeguarding procedures.

Where a safeguarding concern arises during intimate care, staff will follow safeguarding recording and reporting procedures rather than relying solely on the routine intimate-care record.

10. Partnership with Parents and Carers

The school recognises that effective intimate care relies on positive partnership with families. Parents and carers are encouraged to share relevant information about their child's routines, communication, medical needs, toileting development and preferences.

Where appropriate, staff and families will agree consistent approaches to supporting independence. Any significant changes to a child's intimate-care needs should be communicated between home and school.

Where additional professional advice is required, the school may work with relevant health, SEND or other professionals, with appropriate parental involvement and information sharing.

11. Policy Review

This policy will be reviewed annually, or sooner where changes to legislation, statutory guidance or school practice require it.

The Headteacher, DSL and relevant Early Years staff will ensure that practice remains consistent with the current EYFS statutory framework, Keeping Children Safe in Education and the school's safeguarding procedures.

Appendix 1: Example Intimate Care Plan:

Intimate Care Plan



Date:	Review date:
Child's name	Class:
Date of Birth:	Relevant medical, SEND or additional needs (if applicable)
Nature of intimate care required:	
Child's current level of independence:	
Communication, preferences and individual needs:	
Supporting independence:	

Agreed intimate care procedure:
If children becomes distressed or does not wish to continue:
Any additional information/risk considerations:
Preferred/familiar adults where appropriate:
Number of adults required (please circle): one two If two, reason:
This plan has been agreed between home and school to ensure that the child's intimate care needs are met consistently, safely and with dignity. The child's privacy, communication, preferences and developing independence will be considered whenever care is provided. Parents/carers should inform the school of any significant change to their child's needs.

Signed by Teacher	Date:
Signed by member of SLT:	Date:
Signed by parent:	Date:
Signed by parent:	Date:

Westfield Primary School and Nursery



Intimate care permission form

While we work towards ensuring that our children become independent, we acknowledge that there are times when a child may need support and assistance with intimate care needs, and that there are some children for whom this is an ongoing requirement.

Intimate care is any activity that needs to be engaged in by an adult to ensure that a child's intimate care needs are addressed. This could be a one off e.g. after an accident or could be daily e.g. a child with medical or developmental needs. The most common activities in which staff may be engaged in are toileting activities, including washing and changing clothes when necessary, and assisting children with changing for PE lessons.

All of our staff are experienced in assisting children with their intimate care. They undertake this with sensitivity and respect for the dignity of each child. A copy of the Intimate Care Policy can be found on our website.

We are writing to seek permission from our parents to assist both our youngest children and those with ongoing care needs with their intimate care in accordance with our policy. We would be grateful if you could complete the section below giving consent for our staff to carry out intimate care procedures when necessary.

- I have read the intimate care policy.
- I give permission for school to provide intimate care to my child.
- I will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)
- I understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Name of pupil: _____ Year: _____

Parent/carer: _____ Date: _____