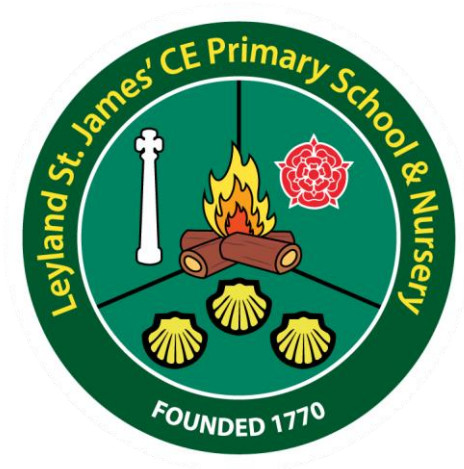


Leyland St James' C of E Primary School and Nursery



Intimate Care Policy

Last reviewed	July 2026
Reviewed by	Full Governing Body
Next review date	July 2027

Introduction

At **Leyland St James' C of E Primary School and Nursery**, we recognise that intimate care is an important part of supporting children's health, wellbeing, dignity and developing independence.

Intimate care may include:

- nappy changing;
- toileting;
- support with potty training;
- changing wet or soiled clothing;
- personal hygiene; and
- any other care involving contact with, or support around, a child's intimate areas.

All intimate care will be carried out sensitively, respectfully and in a manner that promotes the child's dignity, privacy, safety and emotional wellbeing.

Children will be encouraged to develop independence in their personal care according to their:

- age;
- stage of development;
- individual needs; and
- level of understanding.

This policy should be read alongside the nursery's:

- Safeguarding and Child Protection Policy;
- Health and Safety Policy;
- SEND arrangements;
- Medication Policy; and
- Consumables Policy.

Aims

The aims of this policy are to:

- safeguard children during all aspects of intimate care;
- ensure children are treated with dignity and respect;
- promote children's health and wellbeing;
- encourage independence in personal care;
- ensure consistent and appropriate hygiene procedures are followed;
- support effective partnership working with parents and carers;
- ensure staff understand their responsibilities when providing intimate care; and
- ensure intimate care is carried out in a manner that protects both the child and practitioner.

Scope

This policy applies to:

- children within the nursery who require intimate care;
- Seedlings children aged two to three years;
- Blossoms children aged three to four years;
- children who are toilet trained but may still require support;
- children who are potty or toilet training;
- children with SEND, medical needs or developmental needs requiring additional intimate care; and
- all staff responsible for providing or supervising intimate care.

Responsibilities

Head Teacher

The Head Teacher is responsible for ensuring that:

- appropriate safeguarding and welfare arrangements are in place;
- staff understand their responsibilities in relation to intimate care;

- appropriate facilities and resources are available;
- relevant policies and procedures are implemented effectively; and
- concerns relating to safeguarding or staff conduct are managed in accordance with school procedures.

Nursery Manager

The Nursery Manager is responsible for:

- ensuring this policy is implemented within the nursery;
- ensuring staff understand and follow agreed intimate care procedures;
- ensuring appropriate hygiene and infection-control arrangements are maintained;
- liaising with parents and carers where individual care arrangements are required;
- working with the SENCO and other professionals where additional support is needed;
- ensuring appropriate records are maintained; and
- escalating concerns where required.

Early Years Practitioners

Practitioners are responsible for:

- carrying out intimate care sensitively and respectfully;
- maintaining children's dignity and privacy;
- communicating with children throughout the care process;
- encouraging independence wherever appropriate;
- following hygiene and infection-control procedures;
- recording relevant care information accurately;
- reporting any marks, injuries, rashes, soreness or concerns;
- working in partnership with parents and carers; and
- following safeguarding procedures at all times.

Safeguarding, Privacy and Dignity

Intimate care will only be undertaken by appropriate members of staff as part of their agreed responsibilities. Practitioners will communicate with children throughout intimate care using developmentally appropriate language. Children will be encouraged to participate in their own care wherever possible. Children's wishes, feelings and individual levels of understanding will be respected. Nappy changing will take place within the nursery's designated changing area.

A privacy screen will be used to protect the child's dignity and prevent unnecessary visibility to other children. The changing area will remain sufficiently open to allow appropriate professional oversight.

Practitioners will not be completely isolated from the wider staff team while carrying out intimate care. This balance between privacy and professional visibility helps safeguard both the child and practitioner. Children will never be left unattended on a changing surface or in any area where their safety could be compromised.

Any injury, mark, rash, soreness or other concern noticed during intimate care will be recorded and managed appropriately.

Any safeguarding concern regarding the behaviour or practice of another adult must be reported immediately in accordance with the Safeguarding and Child Protection Policy.

Nappy Changing

Children will have their nappies checked and changed according to their individual needs throughout the nursery day.

Nappies will be changed promptly whenever practitioners become aware that a child is wet or has soiled their nappy.

Nappies may be:

- provided by the nursery as part of the consumable's arrangements; or
- supplied by the child's parent or carer.

Further information regarding provision and charges can be found within the separate Consumables Policy.

Where required, barrier or nappy cream may be applied. Any cream required for an individual child should normally:

- be supplied by the parent or carer;
- be clearly identified for that child; and
- have appropriate consent and instructions in place.

Nappy Changing Hygiene Procedures

When changing a child, practitioners will:

- prepare the changing area and required equipment before beginning;
- use appropriate personal protective equipment where required;
- reassure and communicate with the child throughout;
- clean the child appropriately;
- fit a clean nappy;
- safely dispose of used nappies, wipes and other waste;
- remove and dispose of single-use protective equipment appropriately;
- thoroughly clean and disinfect the changing mat and surrounding surfaces using the nursery's approved COSHH-assessed cleaning product;
- use disposable blue roll for cleaning and drying;
- dispose of blue roll immediately after use;
- wash hands thoroughly using the handwashing facilities provided; and
- support children to wash their hands where appropriate.

Recording Nappy Changes

Nappy changes will be recorded through the nursery **Family app**.

Records may include:

- wet nappy;
- soiled nappy or bowel movement;
- cream applied;
- redness;
- soreness;
- signs of nappy rash; and
- any other relevant observations.

Where practitioners identify persistent soreness, unusual bowel movements or another concern relating to a child's health or wellbeing:

- this will be discussed with the parent or carer;
- the concern will be monitored;
- and further advice or support may be sought where appropriate.

Potty Training

The nursery will work in partnership with parents and carers when children begin potty or toilet training. Approaches used at home and nursery will be discussed to provide consistency wherever possible. Children who are potty training will be appropriately supervised and supported within the bathroom. Practitioners will provide reassurance and assistance according to the individual child's needs. Children will be encouraged to develop increasing independence. Relevant potty-training information may be recorded through the Family app.

This may include:

- successful use of the toilet or potty;
- wet accidents;
- bowel movements;
- soiled accidents; and
- other relevant information regarding the child's progress.
- Children will never be shamed, criticised or punished for toileting accidents.
- Accidents will be managed calmly, sensitively and discreetly.

Toileting and Personal Hygiene

Children who use the toilet independently will continue to receive an appropriate level of supervision according to their age, development and individual needs.

Practitioners will support children to:

- recognise when they need to use the toilet;
- manage clothing independently;
- use toilet paper appropriately;
- learn how to wipe themselves effectively;
- ask an adult for support when required;
- flush the toilet after use; and
- follow an effective handwashing routine.

Handwashing Routine

Children will be supported to:

- turn on the tap;
- wet hands with clean running water;
- apply soap;
- rub all areas of the hands thoroughly;
- rinse away the soap;
- dry hands appropriately; and
- dispose of drying materials appropriately where applicable.
- Practitioners will model and reinforce good hygiene practices as part of children's everyday learning.

Changing Wet or Soiled Clothing

Where a child has a toileting accident or requires clothing to be changed:

- this will be dealt with promptly;
- the child will be treated sensitively and discreetly;
- practitioners will provide the level of support required;
- children will be encouraged to complete as much of the process independently as they are able;
- wet or soiled clothing will be stored appropriately for collection by the parent or carer; and
- appropriate hygiene and infection-control procedures will be followed.

Children with Additional or Medical Needs

Some children may require additional support with intimate care due to:

- SEND;
- disability;
- medical needs;
- developmental needs; or

- other individual circumstances.

Where necessary, the Nursery Manager, SENCO, parents or carers and relevant professionals will work together to establish an individual intimate care or healthcare plan.

This may include:

- the child's individual care requirements;
- specialist equipment or adaptations;
- preferred communication methods;
- agreed intimate care procedures;
- strategies for developing independence;
- relevant medical information; and
- additional safeguarding considerations.

Reasonable adjustments will be made wherever required to ensure that children can access nursery:

- safely;
- comfortably;
- inclusively; and
- with their dignity maintained.

Partnership with Parents and Carers

Parents and carers are encouraged to share information that may affect their child's intimate care.

This may include:

- changes to toileting routines;
- constipation;
- diarrhoea;
- nappy rash;
- prescribed treatments;
- potty training;
- medical needs; and
- other relevant health or developmental matters.

Practitioners will:

- work collaboratively with families;
- communicate relevant care information appropriately;
- maintain confidentiality; and
- support consistency between home and nursery wherever possible.

Equality, Respect and Independence

Intimate care will be provided:

- without discrimination;
- with respect for each child's individual needs;
- with consideration for family circumstances;
- with consideration for culture;
- according to the child's developmental stage; and
- in a manner that maintains dignity and emotional wellbeing.

As children develop, practitioners will encourage increasing independence in:

- dressing;
- toileting;
- wiping;

- handwashing;
- managing clothing; and
- general personal hygiene.

Support will be adapted so that children:

- receive help when needed;
- are not placed under unnecessary pressure;
- are supported to develop confidence; and
- have appropriate opportunities to develop self-care skills.

The child's welfare, dignity and safety will remain paramount at all times.

Statutory Requirements

This policy operates alongside:

- the **Early Years Foundation Stage Statutory Framework**;
- the setting's safeguarding arrangements;
- health and safety procedures;
- infection-control procedures;
- SEND arrangements; and
- relevant statutory safeguarding guidance.

All intimate care procedures will be delivered in accordance with the setting's duty to safeguard children and promote their welfare.