



Althorpe and Keadby Primary School

Intimate Care Policy

Approved by: Althorpe and Keadby Primary School Governing Board

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Reviewed By: Althorpe and Keadby Primary School Governing Board

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Intimate Care Policy

1. Purpose of Policy

This policy outlines the procedures and principles in place to ensure the health, safety, dignity, and well-being of all children requiring intimate care while attending our setting. This policy is designed in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS, 2024) and relevant safeguarding legislation including the Children Act 1989 and 2004, and Working Together to Safeguard Children (2018, updated 2023). This policy supports the EYFS Section 3 requirement to ensure children's safety, well-being, and personal development through safe and respectful care practices. Intimate care is carried

out properly by staff, in line with any agreed plans. The dignity, rights and wellbeing of children are safeguarded. Pupils with intimate care difficulties are not discriminated against. Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account. Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

2. Definition of Intimate Care

Intimate care refers to any care which involves washing, touching, or carrying out an invasive procedure that most children can carry out themselves but may require support with due to age, developmental delay, or specific needs. Children will be encouraged to express preferences and choices where possible, and their comfort and consent will be sought throughout the process. For the purpose of this policy, intimate care includes:

- Nappy changing
- Assistance with toileting or potty training
- Changing clothes due to accidents (e.g., wetting or soiling)
- Cleaning a child who has vomited or become unwell

3. Who Will Receive Intimate Care?

This policy applies to:

- Two-year-olds and nursery-aged children who are still developing independence in toileting and require assistance with potty training
- Any child, regardless of age, who has had an accident and requires help with changing or cleaning
- Any child with additional needs who requires help with changing or cleaning

We are committed to ensuring that all children:

- Are treated with dignity and respect

- Have their right to privacy respected
- Are kept safe during all care routines
- Are supported in their development towards independence in toileting and personal care
- Are met without discrimination arising from disability or medical conditions- **(Equality Act 2010)**

4. Parental Agreement

All intimate care procedures will be discussed and agreed upon with parents/carers as part of the parent agreement completed during the child's induction. Parents will be asked to sign the Intimate Care Agreement section to confirm their understanding and consent.

Parents are encouraged to share any preferences or specific care routines, which will be recorded in the child's personal care plan if required. Plans will be stored safely and securely.

We ensure that:

- Children are never left in soiled or wet clothing
- All care provided is age-appropriate and supports the child's development
- Where possible, children are encouraged to be as independent as possible

Parents ensure that:

- For pupils needing routine intimate care, a good stock of necessary resources, such as nappies, underwear and a spare set of clothing.

5. Procedures

- Designated staff members, who are known to the child and have undergone appropriate safeguarding checks, will carry out intimate care.
- Staff will wear disposable gloves during changing procedures.

- Soiled clothing will be bagged and sent home with the child.
- All intimate care is carried out in the designated and private changing area. Staff will inform another member of staff when intimate care is taking place. Doors will not be locked, and visibility maintained without compromising privacy.
- A record of each instance of intimate care will be maintained and available for parents to view upon request.
- If a child becomes distressed or unhappy about being changed, staff will stop the procedure and alert the designated safeguarding lead (DSL) if appropriate.

6. Safeguarding and Child Protection

- All staff undertaking intimate care will have an enhanced DBS check and up-to-date safeguarding and paediatric first aid training.
- If a staff member notices marks or injuries during intimate care, they will report this in accordance with the school's Safeguarding and Child Protection Policy.
- Staff will never carry mobile phones or personal devices into the changing area.
- If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the teacher or EYP in charge and log on CPOMS.
- If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

This policy complies with [statutory safeguarding guidance](#)

7. Working in Partnership with Parents

We will work closely with parents to ensure:

- A consistent approach to potty training
- Clear communication regarding any accidents or concerns
- Sensitivity to each child's cultural background, routines, and preferences

We have staff trained to deliver helpful potty training advice. We will offer this to parents to provide knowledge and ensure consistent approaches.

8. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
 - Child protection and safeguarding
 - COVID-19
 - Health and safety
 - SEN
 - Supporting pupils with medical conditions
- Appendix 1: Intimate care plan

Althorpe and Keadby Primary School- Intimate Care Plan	
Name of child	
Type of intimate care needed	
How often care will be given	
Where care will take place	
What resources and equipment will be used, (provide by parent/carer)	
How procedures will differ if taking place on a trip or outing	
Name of staff responsible	

Name of parent or carer	
Relationship to child	
Signature of parent/carers	
Date	

Appendix 2: Parent/carers consent form

Permission for school to provide intimate care	
Name of child	
Date of birth	
Name of parent/carers	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect	☐

my child's personal care (e.g. if medication changes or if my child has an infection)	
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

