



Bournmoor Primary School

Intimate Care Policy

Date for Review: October 2025
Headteacher: Mrs L A Snowdon
Chair of Governors: Mrs T Bell

Introduction:

Bournmoor Primary School aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Policy and Procedure Guidelines:

At Bournmoor Primary School we are committed to the safety and well-being of all our pupils. For those pupils requiring intimate care we ensure that the correct legislation is followed.

This policy has been written in line with the Early Years Foundation Stage Safeguarding and Welfare requirements (section 3.4 to 3.8) and Keeping Children Safe in Education. It also links to our other safeguarding policies i.e. Child Protection and Health and Safety.

In the event of it being necessary to support a child with intimate care, the following procedures will be followed.

1. In order to care for the children's physical needs, we ask that parents/carers:
 - Make sure that, wherever possible, children arrive at school wearing a clean nappy or trainer pants.
 - Provide nappies, wipes and bags (named) for soiled nappies so that if it is necessary to change their child their individual needs can be met.
 - Sign the intimate care consent form provided on entry to the EYFS unit. (See Appendix 1)
 - Discuss any issues arising from the policy with the EY leader.

2. We will ensure that:
 - Only staff with an enhanced CRB check will be able to change or toilet children. There will usually only be one adult available for changing.
 - Staff will follow the correct procedures as outlined in this policy.
 - A record of all children in nappies will be kept in a confidential place to ensure that up to date information on their toileting requirements is available.
 - A record of all intimate care is kept.
 - Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations. Although this area is private, it is not secret and the member of staff can still be easily heard by other staff members.
 - A child will never be left alone during changing.
 - Staff will wear clean disposable gloves for each child.
 - Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using anti-bacterial soap and dried thoroughly with a hand dryer or towel after completing the procedure.
 - Dirty nappies/pants will be placed into a nappy sack and then placed into the appropriate bin.
 - The child's privacy will be respected at all times during intimate care procedures.

Intimate Care:

Intimate care routines are essential throughout the day to ensure children's basic needs are met. Intimate care is defined as:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- changing nappies
- applying cream
- first aid treatment
- specialist medical support
- cleaning / wiping / washing intimate parts of the body thoroughly

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

Intimate Care Procedure:

When providing intimate care, all staff must:

1. Put on gloves and get nappies/spare underwear, nappy bags and wipes ready.
2. Support the child to get onto the changing mat if appropriate.
3. Remove the nappy/pants and clean the child thoroughly using wipes.
4. Put nappy, wipes and gloves into a nappy bag.
5. Dispose of the nappy bag appropriately into the correct bin.
6. Wipe the child's and adult's hands using a wipe (place in the bin).
7. Put the child in a clean nappy.
8. Support the child to get dressed, encouraging them to be as independent as possible.
9. Wash hands thoroughly using warm water and soap (child and adult).
10. Spray the changing mat using sanitiser spray.
11. Leave the sanitiser for two minutes and then wipe off using blue paper roll.
12. Complete the relevant records. (See Appendix 2 and 3)

Toilet and Potty Training:

When a child starts to show signs that they are becoming aware of their bodily functions staff will arrange a convenient time to discuss with parents/carers their plans on potty/toilet training their child. It is very important that we work together to potty train a child. If we start the training and the child is not ready then we can stop and start again when they are. Some children take to potty training overnight for some it is a longer process, the most important thing is that we work together to give a child the support and reassurance they need during this period. Daily feedback will be provided via the child's normal diary with how we are progressing with the training. To help children become independent in their own personal care, we have low level toilets and hand basins which are easily accessible from the EYFS provision.

Equality and Children's Rights:

As a Rights Respecting school we adhere to Unicef's Convention for the Rights of the Child. This Convention applies to everyone, whatever their race, religion or abilities, whatever they think or say, whatever type of family they come from (Article 2). We also support the article that says a child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community (Article 23).

Our school believes that in order to function as an institution with a safe and caring environment for all who work or learn in it, there must be a charter of rights to support everyone and an understanding of our responsibilities based on mutual respect which governs behaviour. As a Rights and Respecting school, the UN Convention on the Rights of the child are fundamental in our school practice. As such we ensure that:

- The best interests of the children are a priority (Article 3),
- Children have the right to say what they think matters concerning them (Article 12),
- Children have the right to be protected from being hurt or mistreated, in body or mind (Article 19),
- Children have the right to be safe (Article 37).

At Bournmoor Primary we:

- Promote consistent and caring relationships through the key person system in the EYFS and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Ensure all staff are aware of the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support.
- Conduct inductions for all new staff to ensure they are fully aware of all EYFS procedures relating to intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Work closely with parents and carers on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the EYFS staff will arrange a meeting with the parent or carer to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensure all staff have an up-to-date understanding of safeguarding and child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- We operate a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in EYFS.
- Regularly conduct working practice observations on all aspects of EYFS operations to ensure that procedures are working in practice and all children are supported fully by the staff. This can include intimate care routines.
- Train staff in behaviour management techniques as applicable and ensure CPD is offered to support staff.
- Conduct regular risk assessments on all aspects of the EYFS operation and ensure safeguards in place to ensure the safety of all involved.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines refer them to the EY leader or Headteacher at the earliest opportunity.

Appendices

Appendix 1 – Intimate Care Consent Form

Intimate Care Consent Form

In Early Years, toilet training and routine support with personal hygiene is recognised as 'Intimate Care'. Intimate care is defined as:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Most children learn to carry out these procedures for themselves and must be supported and encouraged to achieve the highest level of autonomy that is possible, given their age and ability. However, parents/carers should be reassured that if their child has an accident, it is not a problem and children will not be made to feel that it is an issue.

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- changing nappies
- applying cream
- first aid treatment
- specialist medical support
- cleaning / wiping / washing intimate parts of the body thoroughly

As a school we will:

- ensure that staff have suitable enhanced DBS checks and that safer recruitment processes have been adhered to
- ensure that all staff are aware of the recording requirements if changing nappies and/or toileting
- ensure that staff follow setting procedures/guidelines for intimate care (as outlined in the Intimate Care Policy)
- carry out a risk assessment of the toileting process and areas used
- consider if a child soils themselves then what additional support the child and the adult may need
- involve the child as far as possible in their own intimate care
- inform parents/carers if intimate care has been given
- ensure that other staff are aware of the task being undertaken
- ensure that staff are up to date with their safeguarding and child protection training

When providing intimate care, staff should:

- wear fresh disposable aprons and gloves
- securely wrap soiled nappies/underwear securely and dispose of appropriately
- ensure that the changing area/toilet is clean

Please complete the form below to give permission for your child to receive intimate care if deemed appropriate.

Pupil's Personal Details	
Full name:	
Date of birth:	Parent/carer name:

- I give permission for school to provide intimate care, as outlined above, to my child.
- I will advise the school of anything that may affect issues of personal care (e.g. if my child has an infection or medication).
- I understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature: _____

Name: _____

Relationship to child: _____

Date: ____/____/____

Appendix 3 – Individual Nappy Changing Record

Bournmoor Primary School
Toilet/Nappy Changing Record Sheet

Child's Name: _____

Week commencing: _____

Day	Time	Checked?	Wet/Dry/Soiled	Action taken	Staff Initials	If changed, time in	If changed, time out
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							