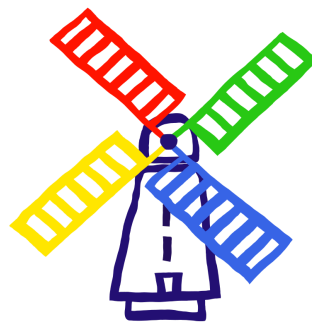


Intimate and Personal Care Policy

Unity
Trust
Courage
Curiosity
Respect
Kindness

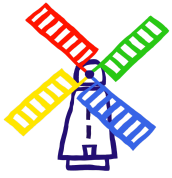


A community for learning. Raising expectations. Fulfilling high standards.

Policy Reviewed: September 2026

Policy Review Date: September 2027

Headteacher: Mrs Gemma Hillier



Widmer End Community Combined School & Pre-School

Intimate and Personal Care Policy

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Intimate and Personal Care Policy

1. Aims

Widmer End Community Combined School & Pre-School recognises that personal and intimate care is a normal part of supporting young children, particularly within Pre-School and the Early Years Foundation Stage (EYFS). This policy sets out how intimate and personal care will be provided safely, sensitively and consistently, while protecting children's dignity, privacy, wellbeing and safeguarding.

- Ensure intimate and personal care is carried out safely, hygienically and in line with agreed procedures.
- Protect the dignity, privacy, rights and wellbeing of every child.
- Support children to develop independence and take an active role in their own personal care wherever developmentally appropriate.
- Provide parents and carers with clear information about the care the school may routinely provide.
- Ensure children who require additional or complex intimate care are supported through an individual plan where necessary.
- Ensure staff understand professional boundaries, safeguarding expectations, health and safety requirements and reporting procedures.
- Ensure children requiring intimate care are not disadvantaged or discriminated against.

2. What is intimate and personal care?

For the purposes of this policy, intimate and personal care includes care which involves supporting a child with toileting, nappy changing, cleaning or washing following toileting or an accident, changing wet or soiled clothing, personal hygiene, and other care involving a child's intimate personal areas.

In EYFS, some personal care is routine and developmentally appropriate. A child being in nappies, needing help to use the toilet or requiring support after an accident does not, in itself, mean that an individual intimate care plan is required.

Suncream application is also included within the school's routine personal-care arrangements where parental permission has been provided and the school's sun-safety arrangements are being followed.

3. Principles of intimate and personal care

- Children will be treated with dignity, respect and kindness at all times.
- Staff will explain what they are doing using language appropriate to the child's age, understanding and communication needs.



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- Children will be encouraged to do as much as they can for themselves.
- Children will be offered appropriate choices wherever possible, while staff retain responsibility for ensuring essential care is provided.
- Staff will avoid unnecessary exposure of a child's body and maintain appropriate privacy.
- Care will be carried out in a calm, reassuring and non-judgemental manner.
- A child will never be shamed, embarrassed or made to feel that needing personal care is wrong.
- The child's individual developmental stage, communication needs, preferences and any relevant cultural or family considerations will be taken into account where reasonably practicable.
- Information about a child's personal care needs will be treated sensitively and shared only with those who need to know.

4. Parental consent

4.1 Routine EYFS personal care

When a child joins Pre-School, parents/carers will be asked to complete and sign the school's Intimate and Personal Care Consent Form. This provides clear agreement for staff to provide routine care that may reasonably be required during the child's time at school.

Routine care may include:

- changing wet or soiled nappies;
- assisting with toileting and wiping where the child is not yet independent;
- cleaning or washing a child following a toileting accident or significant soiling;
- changing wet or soiled clothing;
- supporting personal hygiene and handwashing;
- applying parent-provided suncream where permission has been given;
- supporting personal care during trips, visits or activities away from the usual classroom where required.

Parents/carers should inform the school promptly of any changes that may affect their child's personal care, including relevant medical, developmental or hygiene information.

4.2 Individual intimate care plans

An Individual Intimate Care Plan will be considered where a child's needs are additional, complex or significantly different from routine EYFS personal care. This may include specialist medical procedures, specialist equipment, significant physical support or other care requiring specific instructions or training. This may also include children who require this care in KS1 and KS2.



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Where required, the plan will be agreed with the school, parents/carers, the child where appropriate, and relevant health professionals. It will set out the nature and frequency of care, equipment, staff training, location, responsibilities, safeguarding considerations and arrangements for outings. Individual plans will be reviewed at least twice each year and sooner where the child's needs change.

5. Routine intimate and personal care procedures

5.1 Nappy changing

- Nappies will be changed when required and at appropriate intervals to maintain the child's comfort, hygiene and dignity.
- Parents/carers are responsible for providing an appropriate supply of nappies and any child-specific items agreed with the setting.
- Staff will use appropriate disposable gloves and aprons and follow the setting's hygiene arrangements.
- Children will be encouraged to participate in their care wherever appropriate, such as fetching equipment, helping with clothing or disposing of items safely.
- Used nappies will be disposed of hygienically in the designated waste facilities.
- Staff will notify parents/carers where there is anything unusual, such as persistent diarrhoea, significant soreness or a concern about the child's wellbeing.

5.2 Toileting

- Staff will support children according to their developmental stage and individual needs.
- Children will be encouraged towards independence rather than staff completing tasks unnecessarily.
- Where a child needs help with clothing, wiping or cleaning, staff will provide only the assistance required.
- Staff will support children to wash their hands thoroughly after using the toilet.
- Accidents will be dealt with promptly, calmly and without embarrassment.

5.3 Accidents and soiling

Where a child wets or soils themselves, staff will support the child promptly and sensitively. The child will be offered the opportunity to change into clean clothing. Where necessary, staff will clean or wash the child sufficiently to remove soiling and make them comfortable.

Parents/carers will normally be informed at the end of the session/day. Where the incident is significant, repeated, causes injury or raises a health or safeguarding concern, parents/carers will be informed sooner.



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If spare clothing has not been provided, the school will provide an appropriate alternative where possible. A child will not be left wet or soiled because suitable spare clothing is unavailable.

5.4 Suncream

- Parents/carers should apply suncream before school where necessary.
- If suncream is brought to school, children will be encouraged to apply their own suncream where developmentally appropriate, with staff providing support where necessary.
- Staff will apply suncream only to the extent reasonably required to support the child's sun protection and will follow the product instructions.
- Suncream will not be shared between children.
- Staff will follow the school's wider sun-safety arrangements, including use of shade, appropriate clothing and access to drinking water.

5.5 Messy play, water play and changes of clothing

Children may require assistance with changing clothing following water play, messy play, outdoor activities or other curriculum experiences. Such assistance is considered routine personal care. Staff will maintain the child's dignity and encourage independence.

6. Privacy, safeguarding and professional boundaries

- Intimate care will normally be carried out by a member of the child's usual staff team who is appropriately trained and familiar with the school's safeguarding procedures.
- Staff will ensure that an appropriate member of the team is aware that intimate care is taking place, in accordance with the setting's safeguarding arrangements.
- The environment will provide an appropriate balance between privacy and safeguarding. Children will not be unnecessarily exposed to other children or adults.
- Staff will use professional, age-appropriate language and maintain appropriate professional boundaries.
- Staff will not take photographs or recordings of children during intimate care.
- Staff will not discuss a child's personal care needs unnecessarily in front of other children, parents or visitors.
- Any concern about the conduct of another adult during intimate care must be reported in accordance with the school's safeguarding procedures.



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7. When a child is reluctant or refuses care

Young children may sometimes resist toileting, nappy changing or other personal care. Staff will respond calmly and sensitively.

- Explain simply what needs to happen and why.
- Offer an appropriate choice where possible, for example which adult helps or whether the child wants to fetch their clothes.
- Give the child reasonable time to cooperate.
- Use a familiar adult or agreed approach where this may help.
- Avoid confrontation, shame or unnecessary physical intervention.
- Contact parents/carers if the situation cannot be resolved appropriately.
- If refusal creates a risk to the child's health, dignity or welfare, staff will follow safeguarding and welfare procedures and seek advice from the Designated Safeguarding Lead where appropriate.

8. Staffing and training

Staff who provide intimate care will be appropriately recruited and subject to the school's safeguarding and safer-recruitment procedures. Staff will receive regular safeguarding training and will be familiar with the school's intimate care, health and safety and hygiene arrangements.

Where a child requires specialist care or manual handling, relevant staff will receive appropriate training before undertaking that care. Staff will seek advice from senior leaders or relevant professionals where they are unsure about a child's care needs.

9. Equipment and hygiene

The school will provide or make available appropriate hygiene resources, which may include:

- disposable gloves;
- disposable aprons;
- appropriate wipes or cleaning materials;
- handwashing facilities and suitable soap;
- changing mats where required;
- nappy sacks and appropriate waste facilities;
- spare clothing where available.



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Parents/carers will provide child-specific resources such as nappies, spare underwear, clothing and named sunscreen where required. Staff will follow manufacturer instructions and the school's infection-control and cleaning procedures.

10. Recording and communication with parents/carers

Routine personal care does not require a detailed written record for every individual nappy change or toilet prompt. Parents/carers will be informed of routine care at the end of each day.

A record/report will be made where there is an accident causing injury, an unusual mark or physical concern, a significant incident, a safeguarding concern, an allegation, a disclosure, or a significant departure from the child's agreed care arrangements.

Where an incident occurs during intimate care, the staff member will inform the appropriate senior member of staff immediately and follow the school's safeguarding and incident-reporting procedures.

11. Safeguarding concerns

If a member of staff notices unexplained bruising, marks, soreness, injury or other physical changes while providing intimate care, this will be reported promptly to the Designated Safeguarding Lead (DSL) and recorded through the school's safeguarding system in accordance with the Child Protection and Safeguarding Policy. If a child makes a disclosure or allegation during intimate care, the adult will listen, avoid leading questions and follow the school's safeguarding procedures. Responsibility for the child's intimate care will be reviewed immediately where necessary to safeguard the child and staff member.

If a child is accidentally injured during intimate care, the incident will be reported immediately to the appropriate senior member of staff, recorded in line with school procedures and communicated to parents/carers as appropriate.

12. Children with additional needs

Children with SEND or medical needs will receive appropriate support with personal care. The school will make reasonable adjustments.



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Where care is complex or specialist, an Individual Intimate Care Plan will be developed alongside any relevant healthcare plan, risk assessment or other support documentation. These documents will be considered together so that staff have clear and consistent instructions.

13. Intimate care during trips and outings

Routine personal care may be required during trips, visits or activities away from the school site. Parents/carers provide consent for this through the school's Intimate and Personal Care Consent Form. Staff will ensure that appropriate resources, staffing, privacy, safeguarding and hygiene arrangements are considered as part of the visit planning and risk assessment.

14. Responsibilities

Headteacher / Senior Leadership Team

- Ensure this policy is implemented and reviewed.
- Ensure staff understand their safeguarding and professional responsibilities.
- Ensure appropriate training, resources and risk assessments are in place.
- Respond to concerns, incidents or allegations in accordance with school procedures.

EYFS / Pre-School staff

- Provide personal care respectfully, safely and consistently.
- Follow parental consent arrangements and any individual care plan.
- Promote children's independence.
- Maintain appropriate hygiene and professional boundaries.
- Communicate relevant information to parents/carers.
- Report incidents and safeguarding concerns promptly.

Parents/carers

- Complete the Intimate and Personal Care Consent Form when requested.
- Provide sufficient nappies, spare clothing and other agreed resources.
- Provide named sunscreen where required and complete the relevant permission.
- Inform the school of relevant changes to their child's personal care needs.
- Work with the school to develop and review an Individual Intimate Care Plan where necessary.



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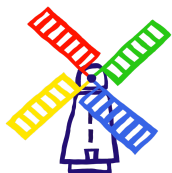
15. Related policies and documents

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- First Aid / Accident procedures
- Supporting Pupils with Medical Conditions Policy
- SEND Policy / Accessibility Plan
- Educational Visits Policy
- EYFS Policy
- Intimate and Personal Care Consent Form
- Individual Intimate Care Plan

16. Monitoring and review

This policy will be reviewed annually by the Headteacher and EYFS leadership team, or sooner if there are changes to statutory guidance, school procedures, staffing arrangements or the needs of children within the setting.

The effectiveness of the policy will be considered through staff feedback, safeguarding monitoring, incident review and consideration of whether arrangements continue to reflect the needs of children in Pre-School and across the EYFS.



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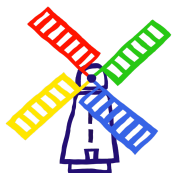
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Appendix 1: Individual Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
Reason for an individual intimate care plan	
Frequency/timing of care	
Staff trained/authorised to give care	
Steps/procedure to be followed	
Equipment/resources required and who will provide these	
Where the care will take place	
Relevant health/medical information	
Arrangements for trips/outings	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature and comments of parent or carer	
Date plan created	

Next review date:

To be reviewed by:



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Appendix 2: EYFS parent/carer consent form

PERMISSION FOR INTIMATE AND PERSONAL CARE	
Name of child	
Date of birth	
Routine care	Parent/carer permission
Nappy changing	☐ Yes ☐ No / contact me first
Toileting assistance	☐ Yes ☐ No / contact me first
Wiping/cleaning following toileting	☐ Yes ☐ No / contact me first
Changing wet or soiled clothing	☐ Yes ☐ No / contact me first
Washing/cleaning following an accident	☐ Yes ☐ No / contact me first
Personal hygiene and handwashing support	☐ Yes ☐ No / contact me first
Application of parent-provided suncream	☐ Yes ☐ No / contact me first
Routine personal care during trips/outings	☐ Yes ☐ No / contact me first
I understand that routine personal care may be required during my child's time at Widmer End Community Combined School & Pre-School. I understand that staff will provide care sensitively, maintain my child's dignity and encourage independence wherever possible. I understand that if my child has additional or complex intimate care needs, the school may ask me to work with them to complete an Individual Intimate Care Plan.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	



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PERMISSION FOR INTIMATE AND PERSONAL CARE

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