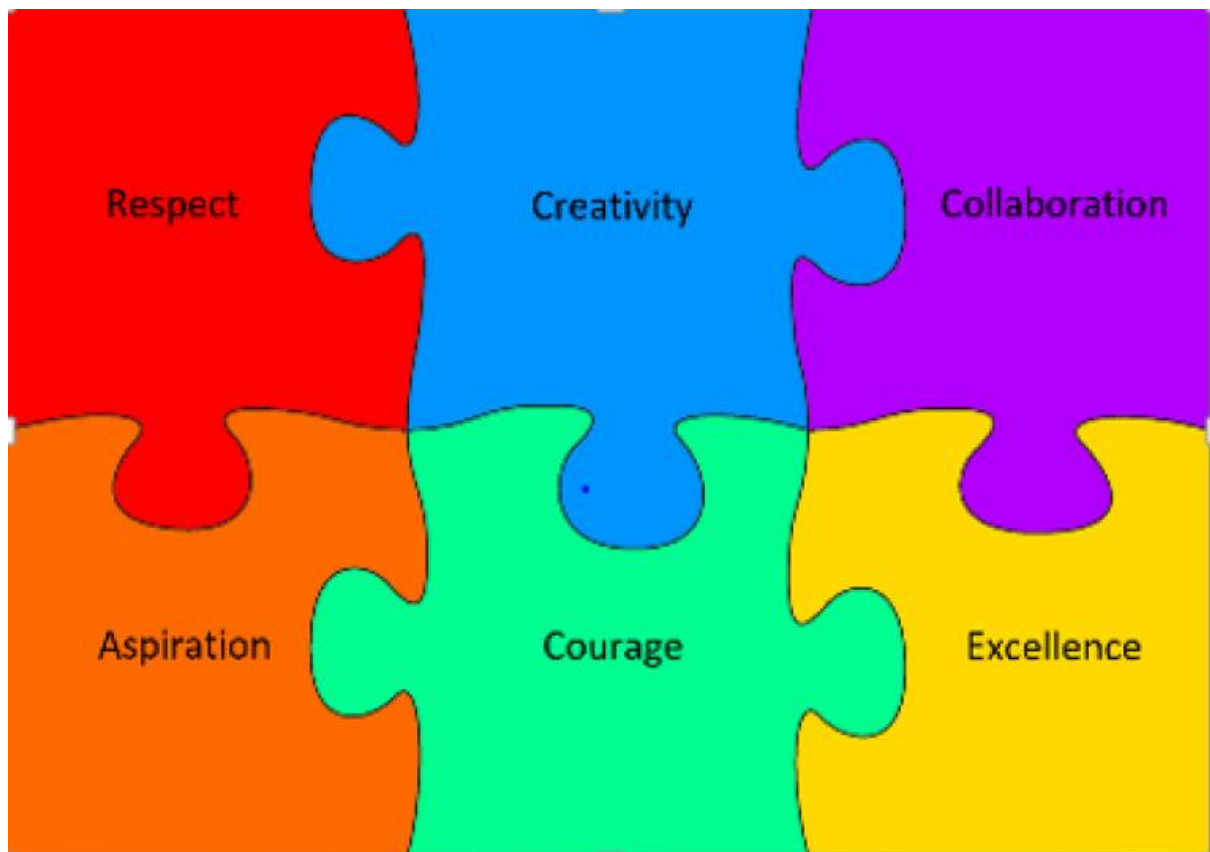


Randlay Primary School and Nursery

Intimate Care Policy



Policy Version: September 2026

Review Date: September 2027

Approved by: Governing Body/Headteacher

Intimate Care Policy

Applies to: All pupils requiring intimate care, including children in the Early Years Foundation Stage (EYFS), pupils with Special Educational Needs and Disabilities (SEND), and children who are not yet toilet trained.

Statement of Intent

Randlay Primary and Nursery School is committed to safeguarding and promoting the welfare, dignity, health, safety and well-being of all pupils. We recognise that some children require support with intimate care due to their age, developmental stage, medical needs, disability, special educational needs, continence needs, illness, injury or personal circumstances.

The school will ensure that all intimate care is delivered in a safe, respectful, sensitive and professional manner that protects the child's dignity while safeguarding both children and staff.

This policy is written in accordance with:

- The Early Years Foundation Stage (EYFS) Statutory Framework (effective September 2026). The framework includes requirements relating to safeguarding, privacy and dignity during toileting and personal care, safer sleep practices, safeguarding procedures and the welfare of children.
- Keeping Children Safe in Education (KCSIE).
- Children Act 1989 and 2004.
- Equality Act 2010.
- SEND Code of Practice 2015.
- Working Together to Safeguard Children.

Definition of Intimate Care

Intimate care refers to any care which involves:

- Nappy changing.

- Supporting a child with toileting.
- Cleaning a child after soiling.
- Changing underwear or clothing following an accident.
- Assisting with continence needs.
- Supporting children with menstrual care.
- Assisting with personal hygiene.
- Dressing and undressing where assistance is required.
- Medical procedures requiring personal support.

Intimate care may be a regular requirement or an occasional response to an accident or unexpected incident.

Principles

Randlay Primary and Nursery School will ensure that:

- Every child is treated with dignity and respect.
- Children's privacy is maintained at all times.
- Intimate care is carried out in a way that respects the child's age, development and wishes.
- Children are encouraged to develop independence and self-care skills wherever possible.
- Parents/carers are actively involved and informed.
- Appropriate records are maintained.
- Intimate care arrangements support safeguarding requirements.
- Reasonable adjustments are made for pupils with SEND.
- No child is excluded, disadvantaged or discriminated against because they are not toilet trained.

The EYFS requires providers to support children's dignity and privacy during toileting and personal care whilst maintaining appropriate safeguarding arrangements.

Responsibilities

The Headteacher

The Headteacher will ensure:

- Appropriate procedures are in place.
- Staff receive suitable training.
- Safeguarding concerns are managed appropriately.
- Resources and facilities support safe intimate care practices.

Staff

Staff will:

- Follow this policy and safeguarding procedures.
- Promote the child's dignity and independence.
- Record intimate care provided when required.
- Report any safeguarding concerns immediately.
- Communicate professionally with parents and carers.

Parents and Carers

Parents/carers will:

- Inform the school of any continence, medical or SEND needs.
- Provide appropriate spare clothing, nappies, pull-ups, wipes or specialist products if required.
- Work collaboratively with staff to support toileting development.

Intimate Care for Children in Nappies and Toilet Training

Children entering nursery may still be wearing nappies or be in the process of toilet training.

Randlay Primary and Nursery School will:

- Welcome children regardless of toileting stage.
- Work collaboratively with families to establish consistent routines.
- Provide supportive and positive toileting experiences.
- Avoid punishment, shame or embarrassment associated with accidents.
- Encourage independence through age-appropriate self-care skills.

Children will never be refused admission or attendance because they wear nappies, pull-ups or are not fully toilet trained.

Pupils with SEND

We recognise that some children with SEND may require long-term or ongoing intimate care support.

Where a child has identified SEND, medical or continence needs:

- An Individual Intimate Care Plan may be created.
- Parents/carers will contribute to planning.
- Relevant healthcare professionals may be consulted.
- The child's views will be considered wherever possible.
- Staff will be appropriately trained before supporting specific needs.

Individual plans may include:

- Nature of support required.
- Preferred methods of care.
- Communication approaches.
- Equipment requirements.
- Manual handling arrangements.

- Medical advice.
- Emergency procedures.

Reasonable adjustments will be made in accordance with the Equality Act 2010.

Safeguarding

The safety and welfare of children is paramount.

Staff providing intimate care will:

- Be familiar with safeguarding procedures.
- Remain vigilant to signs of abuse or neglect.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).
- Never engage in unnecessary physical contact.
- Explain actions to children in an age-appropriate manner.
- Encourage participation and consent wherever possible.

Any marks, bruises, soreness, injuries, unusual behaviour or disclosures observed during intimate care must be reported in line with the school's safeguarding procedures.

The EYFS requires providers to ensure robust safeguarding arrangements and clear procedures to protect children from harm.

Privacy and Dignity

The school will ensure that intimate care is undertaken:

- In a designated area where privacy can be appropriately maintained.
- Away from unnecessary observation.
- In a manner that preserves the child's dignity.
- Using respectful language at all times.
- Without causing embarrassment or distress.

In line with EYFS requirements, arrangements will balance children's privacy and dignity with appropriate levels of safeguarding oversight.

Staffing Arrangements

Where possible:

- Intimate care will be carried out by a familiar member of staff.
- Two staff members do not routinely need to be present for every nappy change or toileting incident.
- Staff will remain within sight or hearing of colleagues as appropriate for safeguarding purposes.
- Staffing arrangements will be risk assessed for individual pupils where additional support is needed.

All staff involved in intimate care are expected to maintain professional boundaries at all times.

Hygiene Procedures

Staff will:

- Wear disposable gloves and aprons where appropriate.
- Follow handwashing procedures before and after care.
- Clean and disinfect changing surfaces after use.
- Dispose of waste in accordance with hygiene and infection control procedures.
- Store personal care materials safely.

Children will be encouraged to wash their hands following toileting.

Recording and Communication

The school will maintain records of intimate care where required, including:

- Nappy changes.
- Significant toileting incidents.
- Accidents involving soiling.
- Concerns relating to health, welfare or safeguarding.

Parents/carers will be informed of significant concerns or recurring issues.

Records will be stored securely in accordance with data protection requirements.

Working in Partnership with Parents

Parents and carers are key partners in supporting children's personal care needs.

The school will:

- Respect parental knowledge and expertise.
- Communicate sensitively and professionally.
- Agree individual arrangements where appropriate.
- Provide regular feedback on toileting progress when required.

Allegations Against Staff

Any allegation, concern or complaint relating to intimate care will be taken seriously and managed in accordance with:

- The school's safeguarding policy.
- Staff code of conduct.
- Local Authority Designated Officer (LADO) procedures.
- Keeping Children Safe in Education.

Monitoring and Review

This policy will be reviewed annually or sooner if legislation, statutory guidance or local procedures change.

Randlay Primary and Nursery School is committed to ensuring all children receive intimate care that is safe, respectful, inclusive and promotes their dignity, independence and well-being.

Randlay Primary and Nursery School

Individual Intimate Care Plan

Child's Name	
Date of Birth	
Class/Year Group	
Date Plan Created	
Review Date	
Parent/Carer Name(s)	
Key Person/Class Teacher	
SENCO (if applicable)	

1. Reason for Intimate Care Support

Please outline why intimate care support is required:

- ☐ Nappies/Pull-Ups
- ☐ Toilet Training
- ☐ Medical Need
- ☐ Disability/SEND
- ☐ Continence Need
- ☐ Temporary Injury/Illness
- ☐ Other (please specify): _____

Additional Information:

2. Child's Communication and Preferences

How does the child communicate their toileting needs?

- ☐ Verbal Request
- ☐ Sign/Signal
- ☐ Visual Prompt
- ☐ Communication Device
- ☐ Adult Observation
- ☐ Other

Details:

What helps the child feel comfortable and secure?

3. Support Required

The child requires support with:

- ☐ Nappy Changing
- ☐ Pull-Up Changes
- ☐ Sitting on Toilet
- ☐ Hand Washing
- ☐ Cleaning After Soiling
- ☐ Changing Clothing
- ☐ Menstrual Care
- ☐ Dressing/Undressing
- ☐ Medical Intimate Care

☐ Other

Details:

4. Level of Independence

The child can independently:

☐ Indicate Need for Toilet

☐ Pull Clothing Up/Down

☐ Use Toilet

☐ Flush Toilet

☐ Wash Hands

☐ Dry Hands

☐ Change Clothing

Areas where adult support is required:

5. Care Procedure

Agreed procedure for staff:

1.

2.

3.

4.

5.

6. Equipment and Resources Required

- ☐ Nappies
- ☐ Pull-Ups
- ☐ Wipes
- ☐ Spare Clothing
- ☐ Gloves
- ☐ Aprons
- ☐ Medical Equipment
- ☐ Specialist Equipment

Other:

7. Health and Medical Information

Relevant medical information:

Medication involved?

- ☐ Yes
- ☐ No

If yes, details:

8. Safeguarding and Dignity Considerations

Agreed arrangements to maintain the child's dignity, privacy and safety:

Any known sensory needs, anxieties or behavioural considerations:

9. Toileting Targets (If Applicable)

Current Goal(s):

1.

2.

3.

Strategies to support progress:

10. Recording Arrangements

The following will be recorded and shared with parents/carers:

- ☐ Every Nappy Change
- ☐ Toileting Accidents
- ☐ Changes in Health or Skin Condition
- ☐ Significant Concerns
- ☐ Progress Towards Independence

Other:

11. Emergency Procedures

In the event of illness, injury or safeguarding concerns, staff will follow the school's safeguarding, first aid and medical procedures.

Additional emergency information:

Agreement

We agree that the above arrangements will support the child safely, respectfully and in accordance with their individual needs.

Role	Name	Signature	Date
Parent/Carer			
Class Teacher/Key Person			
SENCO (if applicable)			
Headteacher/Representative			