



Northbourne Park School (including EYFS)

Intimate Care Policy

Date created: September 2024

Last Reviewed: January 2026

Date for review: January 2028

Owned by: Head of Pre-Prep

Reviewers: SMT

Approved by: Board of Governors

Aims

At Northbourne Park School, we develop positive and caring attitudes in our children and staff. Our Intimate Care policy refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Our policy aims to ensure that:

- The dignity, rights and wellbeing of every child are safeguarded
- We ensure that all children receive appropriate support with intimate care tasks in a way that promotes their independence and respects their privacy.
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/guardians are assured that staff are knowledgeable, trained when appropriate, and supported with intimate care, alongside the needs of their child being 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

We support the development of independence in each child; however, there will be occasions when support is required. The principles and procedures apply to everyone involved in the intimate care of children, recognising the need to treat children with respect and ensuring no child will be treated in a way that causes distress or pain. Adults and staff must be sensitive to each child's individual needs.

What is intimate care?

Intimate care is defined as any activity required to meet the personal needs of a child including care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do including,

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him/herself
- Toileting including changing a nappy, helping with the use of the toilet or assisting with toileting issues
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child
- Feeding a child
- Providing oral care to a child

- Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. Undertaken only by a member of staff who is suitably trained and assessed competent in the procedure and following a care plan.

Regulatory context

Our Intimate Care Policy is written in line with statutory safeguarding guidance including 'Keeping Children Safe in Education' and 'Safeguarding in Schools'.

Principles of intimate care

At Northbourne Park School our policy guidelines are based on principles of intimate care:

- Every child has a right to be safe
- Every child has the right to personal privacy and to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child have the right to be involved, consulted and express their views in their own intimate care, to the best of their abilities
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Roles and responsibilities

At Northbourne Park School, only members of staff who are familiar with the intimate care policy are involved in the intimate care of children. Staff will have enhanced DBS checks and up to date safeguarding training. Information regarding a child's intimate care needs will be treated with the utmost confidentiality and shared on a need-to-know basis.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

In the Prep School where intimate care is anticipated, care arrangements are agreed between the school and parents and with a consent form being signed by the parent and stored on ISAMS.

Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and the school. Parents would be contacted immediately. The views of all relevant parties would be sought after the incident and considered to inform future arrangements.

General accidents are a regular occurrence in a Pre-Prep setting with children in attendance aged between two to seven years old. In the Pre-Prep every parent/guardian as part of our admissions process- Appendix A. By signing the consent form parents will be agreeing to intimate care being given to children **if required** and the document will be saved on ISAMS. If parents **do not give** consent to intimate care being given when necessary, they would be contacted for permission – however, this delays the process of supporting the child when they need immediate help. In the Prep school, only in emergency would staff undertake any aspect of intimate care.

We consider a child's level of independence and preference when supporting them. Staff will encourage children to take responsibility for their own care when appropriate. Staff follow the NPS 'Toileting Procedure' – Appendix B

In the Nursery Class, there will be a high proportion of children in nappies alongside those being toilet trained or recently been trained. Children will be supported fully by nursery staff, working alongside parents and guardians, who will be asked to provide detailed information about their child's individual care needs, alongside supplying necessary items such as nappies, wipes and spare clothing, where appropriate.

Staff will ensure they have informed a colleague when intimate care is being provided and where possible, a colleague in attendance when supporting dressing and undressing the child.

If a staff member has concerns about a colleague's intimate care practice, they must follow school safeguarding procedures including raising a low level concern.

On occasions, an individual child may require some assistance with changing for example due to a wet accident or vomit on clothing. Staff will always encourage children to attempt undressing and dressing unaided. Assistance will be given if the child needs support.

The Pre-Prep will have a supply of wipes, clean underwear and spare uniform for any accidents a child may have.

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/guardians, the child (where possible) and any relevant health professionals. A care plan would be written following school procedures.

Visitors with children

Any visitors who need to toilet a young child will be directed to the nursery toilets or nappy changing room. In the nursery toilets the staff member will ensure no pupils are using the facilities and wait outside, whilst the visitor is using them. They will ensure the visitors have access to any resources needed. In the nappy changing room the member of staff will clean the nappy mat before use and provide any resources needed. They will wait outside the room and ensure it is cleaned after use.

Assisting applying sun cream

At Northbourne Park School, children will come to school with single day application of sun cream fully applied. Staff will oversee a child applying extra sunscreen at the request of a parent/guardian.

Providing comfort or support to a child

There are situations and circumstances where children may seek physical comfort from staff (particularly children in EYFS). Staff are aware that any physical contact should be kept to a minimum in line with safeguarding and the spread of illness when relevant. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

Working with children of the opposite sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex in line with this policy.



Northbourne Park School Intimate Care Consent form

What is intimate care?

'Intimate care is defined as any activity required to meet the personal needs of a child including care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.'

At Northbourne Park School, we take your child's safeguarding, well-being and pastoral care very seriously. We consider a child's level of independence and preference when supporting them. Staff will encourage children to take responsibility for their own care when appropriate. There are occasions where we may need to perform intimate care on your child. The most likely instance being assisting with toileting accidents. We recognise that this is more likely in the Nursery and Reception years, but we want to ensure all children in the Pre-Prep are cared for with respect and dignity, by providing support and care if needed.

Please could you sign this form to give permission for this care.

Regards,
Nicole Marsh
Head of Pre-Prep

Child's Name: _____

Class: _____

I agree that staff at Northbourne Park School Pre-Prep may perform intimate care on my child **should it be required.**

Parent signature: _____

Parent name: _____

Date: _____

Appendix A



Northbourne Park School Pre-Prep Toileting Procedure

The following guidelines outline our procedures for changing nappies, toilet training and supporting children with accidents at the Pre-Prep

- Encourage children to go to the toilet at regular intervals alongside provide the children with set times to use the toilet for example, prior to meals and going into the garden.
- If any support is given to a child whilst using the toilet/potty or supporting a child with an accident this will be recorded on the 'Toilet Log' – Appendix B – each set of toilets has a folder containing the logs
- When a child needs changing (nappy or accident) put on gloves and an apron if soiled.

If a child has had an accident

- Quietly ask child to go to one of the toilet areas so as not to draw attention to the situation. Try to ensure other children don't come in but keep the door partly open.
- Tell another member of staff what is happening.
- Help and/or if appropriate ask child to take off wet/ soiled clothes
- Put wet or soiled clothes in a bag to take home
- Carefully use wipes to clean child if they have soiled themselves. Put wipes and gloves in a nappy sack and dispose in the nursery nappy bin.
- Help and/or assist child in putting on clean clothes and then ensure child and member of staff wash their hands carefully
- Ensure class teacher is informed
- Class teacher to inform parent/guardian at the end of the day and return wet/soiled clothes for washing.

In the Nursery

- Support children with toilet training in liaison with parents and guardians
- When using the changing mat clean before and after use, with antibacterial spray/wipes.
- Put nappy/ pull-ups in a nappy sack **and then dispose of them** in the nappy bin. **The nappy bin is emptied into another bin every couple of days and then collected by an external company.**
- Ensure child and member of staff wash their hands carefully after nappy is changed.
- Complete 'Nappy Log' – Appendix B

Appendix B



Northbourne Park School – Pre-Prep Toilet log



Date	Time	Child's name	Support with wee/poo/accident	Observations (if required)	Staff signature who supported the child	Different staff signature if requested to check/support
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			
day / /202			Support with wee/poo/accident			



Northbourne Park School – Pre-Prep – Nappy changing log



Child's name

Date	Time	Nappy wet/soiled/both	Observations (if required)	Staff signature who changed the child	Different staff signature if requested to check/support
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			
day / /202		Nappy wet/soiled/both			