

# Watford Field School

## Infant & Nursery



*Being kind, confident minds, ready for lifelong learning*

## Intimate Care Policy

January 2026

Next Review Date: January 2027

## **Introduction**

Watford Field School Infant and Nursery are committed to the safeguarding of all children. This Intimate Care Policy sets out how we support children's personal care needs with dignity, respect and sensitivity, in line with the Early Years Foundation Stage (EYFS) Statutory Framework (September 2025). We recognise that intimate care is a normal and essential part of daily life for young children and that every child has the right to feel safe, valued and confident while their needs are met. Our approach promotes children's wellbeing, independence and self-esteem, while ensuring that safeguarding, health and hygiene requirements are upheld. This policy reflects our commitment to working in partnership with parents and carers and to providing clear guidance for staff so that intimate care is carried out consistently, professionally and in the best interests of every child.

## **Aims of the Policy**

The aims of this policy are to:

- Ensure intimate care is carried out safely, respectfully and consistently
- Safeguard the welfare of children and staff
- Promote children's independence, wellbeing and self-esteem
- Provide clear guidance for staff and reassurance for parents and carers
- Ensure compliance with statutory requirements and best practice

## **Intimate Care**

Intimate care refers to any personal care task that involves helping a child personal hygiene and self-care that they would normally carry out themselves but are not yet able to manage independently. There are a number of appropriate activities in school that adults might perform that could be described as intimate care these could range from, but not limited to:

- Changing a child's nappy or pull up
- Supporting a child to clean themselves
- Cleaning a child after they have soiled themselves
- Changing soiled or wet clothing
- Supporting handwashing
- Assisting with dressing or undressing
- Assisting a child requiring medical care and unable to carry this out unaided

Intimate care must always be carried out sensitively, respectfully and in a way that maintains the child's dignity, privacy and safety in accordance with safeguarding and hygiene requirements.

For some children who have additional needs it may be necessary to assist them on a daily basis as part of their routine. These children will have an intimate care plan in place **See Appendix 1**, which will have been written and agreed with parents or careers.

## **Principles of Intimate Care**

All children have the right to be treated with dignity and respect at all times. Intimate care will be provided in a way that recognises each child's individual needs, age, stage of development and cultural background. This policy reflects our duty with regard to the Equality Act and characteristics protected by law. Staff adapt their practice in relation to the needs of individual children taking into account developmental changes e.g. the onset of puberty and menstruation. Wherever possible, children will be encouraged to develop independence and to take an active role in their own personal care. Staff will explain what they are doing, seek the child's cooperation and respond sensitively to verbal and non-verbal communication.

## **Safeguarding and Child Protection**

Intimate care will always be carried out in accordance with the school's Child Protection Policy. Staff must remain vigilant and report any concerns regarding a child's welfare, behaviour or physical condition to the Designated Safeguarding Lead. Care will be taken to ensure that actions cannot be misinterpreted and that professional boundaries are maintained at all times. For children who are on a Child Protection Plan the school will consult with the Social Worker to discuss appropriate intimate care. These arrangements contribute to a strong safeguarding culture where children feel safe and protected from harm.

## **Roles and Responsibilities**

Intimate care will only be provided by staff who are suitably trained and who have undergone appropriate safeguarding checks. Staff are responsible for:

- Following this policy and agreed procedures
- Maintaining high standards of hygiene and cleanliness
- Using protective equipment such as gloves and aprons as required
- Treating children with respect and sensitivity

The Headteacher is responsible for ensuring that staff receive appropriate training and that this policy is implemented, monitored and reviewed effectively.

## **Procedures for Intimate Care**

All intimate care will be carried out under appropriate adult supervision to ensure the safety and wellbeing of children and to protect staff. While children's privacy and dignity will always be respected, staff will ensure that they are never working in isolation or in a way that could place a child or themselves at risk. The member of staff who is supporting the child with their intimate care will inform the class teacher or another member of staff that intimate care is taking place and will tell them when the task is complete.

Volunteers or students on placements will not provide intimate care for a child. They will always seek a member of staff to support the child as necessary.

- Intimate care will be carried out in a designated, clean and safe area. Where ever possible children will be changed standing or seated. If this is not possible the next best alternative is to change a child on a changing mat placed on the floor.
- Staff will wear disposable gloves and aprons where appropriate and will follow hygiene procedures, including thorough handwashing before and after care.
- Staff will always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.
- If a child refuses to accept help and/or assistance, the school will contact the child's parent/carer to come and support their child.
- Staff will explain what they are doing providing a running commentary and supporting the child with step by step instructions to follow. Staff will ask the child for their permission when they are about to clean them. Staff will seek the child's co-operation and respond sensitively to verbal and non-verbal communication.
- Staff will ensure that the child is given the opportunity to be involved in their self-care and to do as much for themselves as they can e.g. taking off wet clothes, putting on dry clothes and cleaning themselves.
- In some circumstances, a member of staff may need to wipe a child to ensure they are clean and comfortable. This will always be done sensitively, respectfully and in line with safeguarding procedures.
- Soiled clothing will be double bagged and handled hygienically. Clothing will be returned to parents or carers at the end of the school day.

- If a child has diarrhoea or has heavily soiled themselves, the child will be changed, parents will be contacted to collect their child from school. The child will need to remain at home for 48 hours in accordance with school policy.
- Some intimate care or treatment procedures will require additional training which may be bespoke to a child and will be part of their care plan.

## **Recording and Monitoring**

Appropriate records will be kept when intimate care is provided. Please see below:

- **Appendix 2** which shows a copy of an Individual Intimate Care Record for children who have an intimate care plan in place.
- **Appendix 3** shows a copy of a Class Intimate Care Record which is to be used for children who do not have an intimate care plan but who may need to be changed whilst in school.

Information will be shared with parents and carers as appropriate. Records will be stored securely in line with data protection requirements and monitored by senior leaders to ensure that practice is consistent, appropriate and in the best interests of the child.

## **Consent and Partnership with Parents and Carers**

The school recognises the importance of gaining informed consent and working in partnership with parents and carers. Consent for intimate care is obtained when a child starts school. Where a child requires regular or specific intimate care, an individual care plan will be written and agreed with parents or carers see **Appendix 1**.

Parents and carers will be kept informed of their child's care and any changes to their needs.

For more information about how to support children with continence, toileting, and personal care needs, parents and carers can access the ERIC (Education and Resources for Improving Childhood Continence) website at <https://www.eric.org.uk>, which provides reliable, evidence-based guidance to promote consistency between home and school.

## **Resources**

The school will provide appropriate facilities and resources to support intimate care, including designated care areas – toilets, disposable gloves, aprons and bags to dispose of soiled items. Parents and carers will provide individual items for their child, such as wipes, nappies, nappy sacks, creams and spare clothing or any specialist products required to meet their child's personal care needs. All clothing provided must be clearly named, and all items should be supplied in a named drawstring bag.

## **Training and Support for Staff**

All staff involved in intimate care will receive appropriate training. Ongoing support will be provided to ensure staff feel confident and competent in carrying out intimate care in line with this policy.

The school ensures that intimate care arrangements contribute to children feeling safe, respected and well cared for. Practice is regularly monitored by senior leaders to ensure it meets statutory requirements and reflects a strong culture of safeguarding and professionalism. Staff are expected to demonstrate a clear understanding of this policy and to apply it consistently.

## **Review of the Policy**

This policy will be reviewed regularly and reflects current best practice. Any updates will be shared with staff, parents and carers as appropriate.

**Appendix 1****Watford Field School Infant and Nursery  
Intimate Care Plan**

*This form should be completed in partnership with parents/carers and reviewed regularly.*

**Child's Details**

Child's Name:	Date of Birth:
Year Group and Class:	Start Date of Plan:

**Parent/Carer Details**

Parent/Carer Name:	Contact Number:
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**Reason for Intimate Care Support**

Please describe your child's needs and why intimate care support is required.

**Description of Intimate Care Required**

*Please tick and/or describe all that apply.*

- Nappy changing
- Toileting support
- Support with wiping/cleaning
- Changing soiled/wet clothing
- Application of barrier cream/medication
- Other (please specify): \_\_\_\_\_

**Frequency/Timing:** \_\_\_\_\_

**Child's Routine and Preferences**

*To ensure dignity, comfort and consistency*

Are there any preferred words/signs that the child uses? **Yes/No** (Please circle)  
(If yes – Please provide details)

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Are there any signs that your child gives when needing the toilet/changing? **Yes/No** (Please circle)  
(If yes – Please provide details)

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What helps your child feel calm and reassured?

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### **Health, Hygiene and Safety Considerations**

Does your child have any allergies/sensitivities: **Yes/No** (Please circle)  
(If yes – Please provide details)

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### **Privacy, Dignity and Safeguarding**

- Intimate care will be carried out in a designated, clean and safe area – the toilets
- Your child's dignity will be respected at all times
- Staff will follow the school's Intimate Care Policy, Child Protection and Health and Safety Policy
- Any concerns will be recorded and reported in line with safeguarding procedures

### **Parent/Carer and School Agreement**

I agree to the intimate care arrangements as outlined in this plan and understand that they will be reviewed regularly

#### **Parent/Carer Agreement**

Parent/Carer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **School Agreement**

Name of Staff member: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Review Date:** \_\_\_\_\_

Outcome/Change \_\_\_\_\_  
\_\_\_\_\_

**Review Date:** \_\_\_\_\_

Outcome/Change \_\_\_\_\_  
\_\_\_\_\_



**Watford Field School Infant and Nursery  
Intimate Care Individual Child Log Book**

**Appendix 2**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Year Group/Class \_\_\_\_\_

Date of Intimate Care Plan: \_\_\_\_\_

Review Date: \_\_\_\_\_

<b>Date</b>	<b>Time</b>	<b>Care Provided</b> <i>(Nappy change, toileting, clothing change)</i>	<b>Observations</b> <i>(skin, mood, injuries, changes)</i>	<b>Action Taken</b>	<b>Signature</b>
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			



**Watford Field School Infant and Nursery**  
**Intimate Care Class Log Book**

**Appendix 3**

<b>Child's Name</b>	<b>Date and Time</b>	<b>Care Provided</b> <i>(Nappy change, toileting support, clothing change)</i>	<b>Observations</b> <i>(skin, mood, changes injuries)</i>	<b>Action taken</b>	<b>Signed</b>
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			
		Nappy/Pull up Toileting Clothing Other			

