



Policy for Intimate Care **Reception Class Updated September 2026**

1. Definition of Intimate Care

Intimate Care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, additional support needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of invasive medication.

In most cases Intimate Care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specialised procedure only a person suitably trained and assessed as competent should carry out the procedure.

Staff providing Intimate Care must be aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and staff. It is important that staff are supported and trained so that they feel confident in their practice.

2. Aims of Policy

Achieving continence is a developmental milestone usually reached within the context of learning in the home before a child transfers to a nursery/school setting. However, for some children entering school, the skill of independent toileting has not been fully acquired and needs to be taught. In accordance with the current Ofsted framework (2019) we will be 'responsive when children need comforting and provide support appropriate to the individual needs of the child'; we will be 'attentive to children's care needs and use times for caring for them as an opportunity to help children's learning.' We will always pay due regard to all child protection and safeguarding procedures.

3. Guidelines for support staff carrying out procedures at the school

- a) All adults assisting with toileting should be employees of the school. Where possible the adult should be familiar with the child and ideally working with the child in the classroom.
- b) Whilst ensuring that privacy and dignity are maintained, wherever possible two adults should be present when toileting procedures are being carried out.
- c) The support staff should notify the class teacher when they are taking the child to the toilet.

- d) It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask.
- e) Support staff involved in these procedures should complete Child Protection training.
- f) Toilet training procedures should take place in a place which provides enough privacy for the child. The area should provide full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the child and staff.
- g) The parents/carers must sign a consent form to give their permission for staff to supervise their child which they remove their nappy/soiled clothes and make an effort to clean themselves up; they will ensure the necessary equipment is available. **This will only be done under exceptional circumstances.**
- h) Under exceptional circumstances, the school will provide a changing area, tissues and vinyl gloves for nappy changes/intimate care procedures.
- i) A child will always be consulted before an intimate care routine takes place, e.g. "Would you like me to help change your nappy/pants when you've finished that sentence?" This gives the child time to process what is happening next. They will never be forced to leave what they are doing.
- j) A child with specific needs will have a named person to support them whenever possible; this will be a Nursery Nurse or Learning Support Assistant who will know how the child likes the procedure to be carried out e.g. prefers their nappy/pants changed standing up or sitting down. When intimate care is given, the member of staff explains fully each task that is carried out and the reasons for it.
- k) The child will be encouraged to do as much as possible of their intimate care for themselves as is age/developmentally appropriate. Independence will be encouraged. When a child is fully dependant, the adult will explain what is happening and give choices wherever possible and be responsive to their reactions.
- l) When supporting a child with cleaning themselves, encourage them to always wipe from front to back, to avoid the risk of infection.
- m) If a child is in particular discomfort; the parents will be called and they should come to school to assist the child or take them home if they prefer.

4. Parents/Carers responsibilities

- a) To provide the school with nappies, cream, wipes and spare clothes/ necessary equipment – all clearly labelled with the child's name.
- b) To sign a form giving their consent for staff to supervise whilst their child removes their own nappy/soiled clothes or to assist with toileting their child.
- c) To come in to school to support their child if they are particularly distressed or uncomfortable with staff assisting.
- d) To encourage their child to use the toilet independently and teach them how to stay clean.

5. Staff responsibilities

- a) Hand washing facilities; liquid soap, running water and disposable paper towels will be available.
- b) Disposable vinyl gloves must be worn.
- c) Gloves should be disposed of after every use.
- d) Changing area will be clean and in a good state of repair. Changing area will be cleaned after each use.

6. Body Fluids

- a) If body fluids come into contact with the changing area then disposable paper towels should be used to absorb the spillage, then make up a solution of disinfectant and carefully clean the area using a disposable cloth. Please note that bleach should not be used in school and but never be applied directly to spillages of urine or vomit as the fumes produced are dangerous.
- b) The area should then be washed with warm water and detergent before it is used again.
- c) The nappy and all disposable items should then be placed in an appropriate sized yellow clinical plastic bag or double-bagged and tied securely. Soiled clothing will be given to the parent to take home.
- d) Soiled clothes should be removed as soon as possible and placed in two plastic bags, which are then tied securely and sent home for washing.
- e) Staff must always wash and dry their hands after changing or toileting a child.
- f) If a member of staff becomes contaminated they must inform the Executive Head teacher immediately.

7. Equal Opportunities

This policy applies to all children who require assistance with toileting/nappy changing/ intimate procedures regardless of any of the protected characteristics listed in Equal Opportunity Act 2010.

Appendix A Record of Personal Care
Appendix B Parental Consent Form

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Revised Sept 2025

Appendix A

Policy for Intimate Care

RECORD OF PERSONAL CARE INTERVENTION

CHILD'S NAME:

[illegible]

Appendix B



I (Parent/Guardian) _____ give
permission for the staff at St Mary's C of E Primary School to assist my child
_____ with their toileting needs if they are not self-reliant and/or an accident
occurs. I will provide the necessary supplies to be kept in school (spare clothes, nappies, wipes and
nappy bags)

I understand the consent form above and give permission for my child to be assisted in the
Reception Class bathroom or washroom/shower area. In the event the necessary supplies are not
available, I understand that I will be called to come and clean my child or collect them. On the
occasions when I cannot collect my child I give permission for staff to clean my child in school. I
understand that there will always be two members of staffing in attendance when this happens and
I will be notified. I understand and agree that this will involve personal care and I sign to say that I
give consent for this.

_____ Signature of Parent/Guardian

_____ Date

Headteacher: Mrs Laura Oakes

Chair of Governors: Dr Julia Pointon

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