



Intimate Care and Toileting Policy

Introduction

All children have the right to be safe and to be treated with dignity, respect and privacy at all times.

It is of the upmost importance that every child is treated individually and that care is given with utmost consideration and sensitivity.

All matters concerning intimate care and toileting must be dealt with confidentially and sensitively.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Child Protection Policy, Health and Safety Policies and Medication Policy.

Aims and objectives

The aim of this policy is to ensure that all parents/carers and staff who assist children with toileting and intimate care guarantee that all children are treated with courtesy, dignity, confidentiality and respect at all times.

The objective of this policy is to ensure a consistent approach within our school/setting to intimate care and support for toileting.

Intimate care and toileting

Intimate care and toileting support can involve washing, touching or carrying out a procedure to intimate personal areas. Some children may need support in doing this because of their young age, physical difficulties or other special needs. This can be as simple as reminding them to go to the toilet, but may also involve intimate care such as nappy changing. As outlined in the Early years foundation stage (EYFS) statutory framework, the school/setting

is responsible for children's personal care skills, as an essential part of their personal development.

Where a child has specific intimate care needs, a designated member of staff will be responsible for providing this care.

All intimate care and toileting needs are addressed on an individual basis.

Staff training

- All staff are trained to be knowledgeable about intimate care/personal care.
- They are aware of their responsibilities and the relevant policies and procedures in place
- Designated staff are trained, DBS checked and where relevant, have received training for very specific intimate care procedures. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Intimate care/personal care plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate/personal care plan. The plan is monitored and reviewed on a regular basis.

Practice

The designated person who provides the intimate care (in most cases the child's key person) forms a strong, trusting relationship with the child. They will ensure

that it is a positive experience for the child which is safe and comfortable. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

The toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty. Procedures are normally carried out by the designated person. However, careful consideration is given to the child's individual circumstances to determine how many staff might need to be present when a child needs help with intimate care. If a child appears unhappy or anxious about the care being provided, the issue will be addressed to ensure the child's needs are continually met.

Cleaning a child

When cleaning a child, staff are always aware of the possibility of invading a child's privacy and respect the child's wishes and feelings.

If a child needs to be cleaned, staff make sure that:

- All appropriate PPE is worn

- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet where appropriate. If not then it will be wiped and double bagged and disposed of.
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

Hygiene

All staff are familiar with normal precautions for avoiding infection, and follow basic hygiene procedures, including the use of PPE.

Disposal of nappies, aprons and gloves safely

The nursery school has good hygiene practices in place when disposing of waste to prevent the spread of infection, including stringent nappy changing procedures to ensure the safe disposal of waste.

Procedures for changing a nappy:

- A clean, disposable apron and gloves are worn by staff every time a child is changed, after having washed their hands thoroughly.
- Whilst changing them, children's skin will be cleaned with disposable wipe/creams if needed.
- Nappies, 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by bagging and placed in specific disposable bins and emptied at the end of each day.

We have put together a care pack for staff use. This pack contains:

- disposable gloves;
- wet wipes;
- disposable soft paper towels;
- nappy sacks/bin liners for waste;
- antiseptic handwash.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated.

When comforting a child or giving reassurance, the member of staff's hands should always

be seen. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Working with parents/carers

It is important to work closely with parents to identify and ensure all children's needs are met.

Cultural and religious values are respected when planning for their care. Regular communication with parents/carers is essential to ensure the plan is monitored and reviewed together.

Working with outside agencies

The school/setting works closely with outside agencies and utilises their knowledge and expertise where necessary. The SEN leader coordinates this approach.

Safeguarding children and adults

To ensure that children are healthy and safe at all times:

- All toileting incidents must be reported to the room leads and the parents are informed on collection and staff should have the opportunity to raise any concerns or issues.
- Members of staff must ensure that they do not change or clean a child in a room with the door closed.
- All staff are CRB/DBS checked on application and cannot undertake tasks within the setting until all checks are completed satisfactorily. Personal and professional references are also required and unsuitable candidates are not permitted to work within the nursery school.
- Volunteers and students do not carry out intimate care procedures.
- Staff are trained on the possible signs and symptoms of abuse and have read Part 1 of the DfE (2020) guidance 'Keeping Children Safe in Education'. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

Monitoring and review

This policy was agreed and implemented on 7th October 2025 and is due for review August 2026