



Intimate Care Policy

Intimate care is care that involves washing or carrying out an invasive procedure to intimate personal areas (e.g. nappy changing). Staff members provide intimate care as necessary as part of their role to help meet children's needs.

Occasionally intimate care may need to be given to a child for medical reasons, in this case staff will be suitably trained and competent to undertake the procedures needed.

Staff understand the sensitivity of this type of care and do their best to meet children's individual needs and be respectful. The child's dignity will always be considered, and care will be conducted in a controlled, but private environment.

DBS checks are completed for all staff. Staff who have not had DBS checks and volunteers MUST NOT change nappies. Students should not change nappies/child's clothing unless this is a requirement of their course/experience. In this case they will only be allowed to change nappies when supervised appropriately in consultation with a senior member of staff.

Every time a pupil is changed there must be 2 members of staff in the changing area.

During intimate care procedures staff are required to always wear gloves and aprons.

All duties will be recorded in the child's individual recording of intimate care sheet in their file and each week the recorded log needs to be added onto CPOMS as notice of concern (this will then be changed on CPOMS to Intimate care). This information should also be shared with the person who collects the child at home time and where necessary a telephone call will be made to the parent(s)/carer(s).

If a staff member has any concern for a child's welfare and safety, this should be disclosed to the academy's safeguarding lead (Mrs Cassin) or the deputy safeguarding leads and safeguarding procedures followed. See Safeguarding policy.



If an allegation is made against a staff member this should be brought to the safeguarding leads attention (or deputy safeguarding leads in their absence) and safeguarding procedures followed.

It is our aim to work in partnership with parent(s)/carer(s) to ensure that effective communication supports continuity of care and the emotional well-being of the child and family.

Nappy Changing Procedure.

Nappy changing should not be a chore and is not scheduled at a set time. Children should be encouraged to communicate their needs and be checked by staff throughout the day to identify when a change is needed.

Explained where the child is going, and the time should be used effectively to communicate one to one.

Children should always be changed in the changing area, following the correct procedures. A height adjustable changing bed is available. Children should NEVER be left unattended. If you need more equipment, call for assistance or remove the child from the changing bed. Children should never be allowed to stand on the changing bed while clothes are being fastened/unfastened.

Procedure: 1) Collect the child's nappy bag from the classroom. This should be provided by the family and information about changing routines and toilet training shared on induction.

2) Check allergy information.

3) Staff member to ensure the changing bed is clean and dry before beginning.



- 4) Aprons and gloves MUST be worn by staff to prevent cross contamination and to safeguard both children and staff. These should be disposed of after each change. Staff should be aware of best practice regarding infection control.
- 5) The child should lie on the bed.
- 6) Remove clothing – encouraging independence as appropriate.
- 7) Remove nappy. This is to be put in a nappy sack and then placed in the nappy bin.
- 8) The child should be cleaned with wipes provided from home (or toilet roll if the area is sore).
- 9) Put on a clean nappy.
- 10) Put on clothes– encouraging independence as appropriate. Larger children should be standing on the floor to pull up clothes. Children should never be allowed to stand on the changing bed.
- 11) Wash hands.
- 12) Complete the intimate care record.

Toilet training

With regards to potty training and toileting it is essential to work in partnership with families. Effective communication is vital to ensure continuity for the child and to support children and families to feel comfortable and at ease. Home routines will be followed where possible at the school.

Toileting accidents/continence

Children from time to time have toileting accidents as a natural part of growing up, developing independence, and learning to meet their own needs. Children with specific additional needs may also have accidents as related to a medical condition. A child may



require an Individual Health Care Plan. Please see Mrs Fowler in The Hive to discuss (her working days are Tuesday and Wednesday) or Miss Mohamed.

Staff should be sensitive to each individual child's circumstances and stage of development and do their best to meet their needs and be respectful. The child's dignity will always be considered, and care will be conducted in a controlled, but private environment.

If a child has a toileting accident, they should be encouraged to clean themselves in a stage appropriate way. Assistance should be given as required using toilet paper and/or wipes. (Check allergy information).

A child should be provided with clean clothes. Soiled clothes should be placed in a bag.

Parent(s)/carer(s) should be informed.

The area the child had the accident in should be cleaned appropriately in line with school procedures.

If there are any safeguarding concerns whilst changing an individual's nappy this must be raised immediately with the DSL/Deputy DSLs and confidentiality must be maintained and not shared with other staff other than DSL/Deputy DSL.

******Staff who are 1:1 or staff who are involved in changing a child's nappy they must complete the intimate care chart in the file in the bathrooms/changing area each time. This chart needs adding to CPOMS every Friday for the individual child under the box 'notice of concern'. Spare charts are available via Mrs Cassin or print from chart below.*

Policy to be reviewed September 2026

