



Knutton St Mary's C of E Academy



Intimate Care Policy 2025-2026 Early Years (Nursery and Reception) September 2025

Review date: September 2026

Reviewed by: Mrs. C Tomlinson (Vice Principal) and Miss Wright (Principal)

'Together we succeed and let our light shine.' Matthew 5:16



Knutton St Mary's C of E Academy



1. Statement of Intent

At Knutton St Mary's C of E Academy, we recognise our responsibility to safeguard and promote the welfare of children in our care. Some children, because of age, developmental stage, or special educational needs and disabilities (SEND), may require help with intimate care.

This policy ensures intimate care is carried out safely, respectfully, and in line with safeguarding legislation, including:

- Keeping Children Safe in Education (KCSiE 2025).
- Early Years Foundation Stage (EYFS) Statutory Framework 2025, Section 3 – Safeguarding and Welfare Requirements (toilets, intimate hygiene, health and safety).
- Equality Act 2010.

Our practice will always:

- Respect children's dignity and privacy.
- Encourage children to be independent where possible.
- Protect children and staff from harm, intrusion, or abuse.
- Involve parents in decision-making.

2. Definition of Intimate Care

"Intimate care" refers to hands-on, physical assistance with personal tasks including: Changing nappies, pull-ups or soiled clothing.

- Assisting with toileting and wiping.
- Changing clothes after accidents.
- Supporting with washing, bathing, or applying creams (with consent).

3. Roles and Responsibilities

Headteacher: Overall responsibility for safe and compliant practice.

Designated Safeguarding Lead (DSL): Monitors procedures and addresses safeguarding concerns.

Early Years Staff: Carry out intimate care in line with this policy, respectfully and appropriately.

Parents/Carers: Provide consent, necessary supplies, and share relevant information about their child's needs.

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4. Safeguarding Procedures

- All intimate care staff will hold enhanced DBS checks and receive safeguarding training.
- Staff must inform another adult when intimate care is provided. Doors will be left ajar where appropriate to balance privacy and safeguarding.
- Staff will report any marks, bruises or safeguarding concerns observed during intimate care directly to the DSL, in line with KCSiE 2025.
- No intimate care will take place without parental consent (unless urgent or safeguarding overrides this).

5. Procedures

- Changing facilities: Hygienic, private, and age-appropriate.
- Equipment: Staff wear disposable gloves and aprons. Soiled items are bagged and returned to parents. Nappies disposed of safely in designated bins.
- Record keeping: All intimate care carried out is recorded in the Intimate Care Record Book.
- Independence: Children are encouraged to manage their own care as much as possible.
- Supplies: Parents provide nappies, wipes, spare clothing, and creams (with written consent).

6. Partnership with Parents

- An Individual Intimate Care Plan will be agreed with parents for children who need ongoing support (i.e. Medical Care Plan/Personal Support Plan/EHCP).
- Consent forms are signed before care begins.
- Parents are notified daily of any intimate care provided.
- Cultural and religious considerations are respected at all times.

7. Health and Safety

- Premises meet the EYFS 2025 requirements for toilets, hand basins, and hygienic changing facilities.
- Staff wash hands before and after every procedure.
- Equipment is cleaned after each use.

8. Monitoring and Review

- The policy is reviewed annually by the Headteacher and DSL, or sooner if guidance changes.
- Staff receive refresher training at induction and through annual safeguarding updates.

Approved by: _____
DSL Contact: _____

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