

**Footsteps @ St Joseph's Catholic Primary School**  
**Gipsy Lane, Bracknell, Berkshire, RG12 9AP**  
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## **Intimate Care Policy**

Adopted by the Resources Committee  
at its meeting on: 11<sup>th</sup> November 2025  
Signed:

A handwritten signature in black ink, appearing to read 'Stephen Kemp'.

Name: Stephen Kemp  
Position: Resources Committee Chairs  
Date: 11.11.2025  
Review Date: November 2026  
Responsibility: Resources Committee

*If you would like help understanding or translating this policy, please contact the school office.*

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**“Growing together with Jesus in our hearts, heads and hands.”**

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### **Statement of Intent**

Early Years understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance. This policy has been developed in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

Early Years is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximize their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

This policy has due regard to the relevant legislation, including, but not limited to, the following:

Equality Act 2010

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

Education Act 2002

Education Act 2011

The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004) This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

DfE (2018) 'Keeping Children Safe in Education'

**What is intimate care?** For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

- Intimate care includes the following:
- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing
- Changing nappies

### **Roles and responsibilities**

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- Ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent and the child.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedure Policy.

### **All members of staff who provide intimate care are responsible for:**

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Completing an Intimate Care Parental consent form.

### **Parents are responsible for:**

- Liaising with the school to communicate their wishes in regard to the child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

### **Procedures for intimate care**

- Staff who provide intimate care will have a list of personalized changing times for the children in their care, which will be adhered to at all times and will be shared with parents daily and kept on file.
- Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies, unless they refuse to be cleaned, nappy changed or application of medical treatment. In such cases, the parent will be contacted to be informed.
- If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.

- Each child using nappies will have a clearly labelled bag allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary, provided by the parents.
- Before changing a child's nappy, members of staff will put on disposable gloves and the changing area will be cleaned appropriately using disposable paper and antibacterial spray. The changing areas are warm and comfortable for the children and are private from others.
- Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use using disposable paper and antibacterial spray.
- The changing area has a hot air dryer and paper towels available for members of staff to dry their hands.
- Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.
- Any used nappies will be placed in a tied plastic bag and disposed of in the bins outdoors.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Bodily Fluid Hygiene Policy.
- If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
- Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- Members of staff will use the [Toilet Introduction Procedures](#), as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.
- Children will be reminded and encouraged to flush the toilet and wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.
- Older children that require intimate care will be taken to the designated area in Footsteps Nursery.

## Parental engagement

Early Years staff will liaise closely with parents to establish individual intimate care programs for each child to enquire what care is required:

## The procedure for monitoring and reviewing the intimate care plan:

- The information concerning the child's intimate care plan will be stored confidentially in the nursery/reception class cupboard or school office, and only the parents and members of staff responsible for carrying out the child's intimate care will have access to the information.
- The parents of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan.
- In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone in order to gain consent.
- Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.
- Parents will be asked to supply the following items for their child's individual. -
  - storage bag
  - Spare nappies
  - Wipes, creams, nappy sacks, etc.

- Spare clothing
- Spare underwear

**Safeguarding procedures**

- The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.
- The school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.
- All members of staff will receive safeguarding training on an annual basis, and receive child protection and safeguarding updates as required, but at least annually.
- All staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school’s Safeguarding Policy.
- Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

**Monitoring and review**

- This policy will be reviewed annually by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.
- All members of staff are required to familiarize themselves with this policy as part of their induction programme.

*Intimate Care Parental Consent Form*

This form is to be completed by the EYFS lead and signed by parents.

Name of child:		Date of birth:	
Name of class teacher:		Class:	

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child’s intimate care programme, as well as the member of staff responsible in their absence:

Name of staff member:	
Name of staff member (in the above staff member’s absence):	
Where will the intimate care be carried out?	<p>Toilet cubicles, Changing room outside Footsteps toilets, Disabled toilet next to school office.</p>
What equipment/resources will be required?	
What infection control procedures are in place?	
What disposal procedures are in place?	
What actions will be taken if any concerns arise?	<p><i>Discuss with parents Refer to Designated Safeguarding Person.</i></p>
What do parents need to provide?	<p>Nappies, Wipes</p>
What are the reporting procedures for parents?	

I have been given the Early Years Intimate Care Policy provided by St. Joseph’s School and I agree to the intimate care plan outlined above:

Signature of parent:		Date:	
Signature- EYFS:		Date:	

DATE	TIME	PERSON	SIGNATURE	COMMENT



1. The child becomes aware of having wet and/or soiled pants.
  2. The child knows that urination/defecation is taking place and can alert a member of staff.
  3. The child realizes that they need to urinate/defecate and alerts a member of staff in advance
- During these stages, members of staff will assess the child over a period of two weeks to determine:
- If there is a pattern to when the child is soiled/wet.
  - The indicators that the child displays when they need the toilet, e.g., facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarize the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice.
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet.
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet.
- Ensure that the child can reach the toilet and is comfortable doing so.
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise.
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet and use positive language and praise to encourage them.
- **staff do not always stay with the child in the toilet with children, however if they need assistance we aim to stay with the child and talk to them to make them more relaxed about using the toilet and review how to wipe their bottoms:**
  - ✓ take a few sheets of toilet paper!
  - ✓ girls wipe from front to back.
  - ✓ use toilet paper only once.
  - ✓ ensure the child is clean.
  - ✓ pull up pants.
  - ✓ flush toilet
  - ✓ wash hands with soap and water and then dry hands
  - ✓ use toilet wipes if provided