**Pentland Infant and Nursery School**

**Intimate Care Policy**

**1. Introduction**  
At Pentland Infant and Nursery School, we are committed to ensuring that all children are cared for with dignity, respect, and sensitivity. The purpose of this policy is to provide clear guidelines for staff and parents/carers regarding the safe and appropriate provision of intimate care for young children.

This policy is in place to support the health and well-being of all children, ensuring that they feel safe, respected, and cared for, while fostering their independence wherever possible.

**2. Definition of Intimate Care**  
Intimate care refers to any tasks involving physical contact with a child’s body that are necessary for their personal care and hygiene. This includes, but is not limited to:

* Changing nappies or pull-ups
* Supporting children with toileting needs
* Washing and cleaning children
* Changing clothes after accidents

**3. Guiding Principles**  
All intimate care provided within our school adheres to the following principles:

* **Respect and Dignity:** Children’s privacy and dignity must be respected at all times.
* **Encouraging Independence:** Where appropriate, children are encouraged to carry out tasks for themselves, with adult guidance and support.
* **Health and Safety:** All intimate care will be carried out with strict adherence to hygiene and safety guidelines, including the use of Personal Protective Equipment (PPE).
* **Consistency and Sensitivity:** Consistency in care and sensitivity to individual children’s needs is paramount to ensure their comfort and well-being.

**4. Procedures for Pre-School and Nursery Children**

**Nappy Changing**

For children in Pre-School and Nursery, (or older children who are late to toilet training, including those with SEND) nappy changing will take place in the designated changing areas. For Pre-School and Nursery this will be the Nursery story room and for children in Reception and KS1 it will be the disabled toilet located by the main entrance. The following procedures will be followed:

* **PPE Use:** Staff will wear disposable gloves and aprons during each nappy change to maintain hygiene standards and protect both the child and the staff member. PPE will be disposed of immediately after each use, in the yellow clinical waste bin, located within the room.
* **Changing Process:**
  + The child will be taken to the changing area discreetly to ensure privacy.
  + The staff member will make another member of Pre-School or Nursery staff aware that they are going to change a child.
  + The staff member will speak with the child throughout the process, explaining what is happening to reassure them and promote a positive experience.
  + The child’s nappy will be changed on a clean, sanitised changing mat.
  + Soiled nappies will be disposed of in the designated grey bin located in the room, which will be emptied regularly.
  + After changing, staff will help the child wash their hands, and staff will follow proper handwashing procedures as well.

**Clothing Changes**  
If a child has an accident or needs a change of clothes:

* The child will be taken to the changing area (these are the Pre-School and Nursery toilet areas) and provided with clean clothing from their own spare clothes or the school’s supply of spare clothes.
* The same principles of PPE use, privacy, and dignity will apply.
* The child will be encouraged to do as much as possible for themselves, with adult support where needed.
* Soiled clothing will be bagged, name-labelled and sent home with the child at the end of the day.

**Toileting Support**  
Children in Pre-School and Nursery are encouraged to use the toilet independently where possible, but staff will provide assistance as needed. This may include helping children to:

* Undo or pull up their clothing
* Sit on the toilet or use a potty
* Wipe themselves properly (if necessary)

**5. Procedures for Reception Children**

**(this guidance will also apply to children in KS1 where necessary)**

Reception children are at an age where encouraging independence in personal care is key. Staff will provide guidance and support as needed while allowing children to take responsibility for their own care where possible.

**Toileting Support**

* Children will be encouraged to go to the toilet independently.
* Staff will offer verbal guidance if needed, encouraging the child to pull down/up their clothing, use the toilet, and wash their hands afterward.

**Accidents and Changing Clothes**

* If a child has a toileting accident, staff will discreetly encourage the child to change their own clothes, providing supervision and verbal support where needed.
* Staff will only intervene to assist the child if they are unable to manage, ensuring privacy and dignity are maintained.
* Soiled clothing will be bagged, labelled and sent home with the child at the end of the day.

**6. Record Keeping**  
For Pre-School and Nursery children, a record will be kept of all nappy changes, including:

* The time and date of the change
* The name of the staff member carrying out the change
* Any concerns or issues (e.g. rashes, discomfort) noted during the change
* These records should be kept up-to date and once sheets are completed they should be kept in a file in the Pre-School or nursery store cupboards. These should be accessible on request.

This ensures that there is a clear log of intimate care provided and that parents can be informed if necessary.

**7. Parental Involvement**  
Parents will be informed of this policy upon their child’s entry into the EYFS Unit. We ask parents to:

* Provide a supply of nappies, wipes, and spare clothing if needed for children in Pre-School, Nursery and Reception where necessary.
* Inform staff of any particular needs or preferences for their child’s intimate care.
* Inform the staff if the child currently has any injuries, rashes or discomfort.
* Work in partnership with the school to promote their child’s independence in toileting, especially as they move from Nursery to Reception.

**8. Safeguarding Considerations**  
All staff involved in intimate care are required to have a clear enhanced DBS check and have completed safeguarding training. Staff will always follow safeguarding procedures when carrying out intimate care, including:

* Never leaving a child unsupervised during a nappy change.
* Ensuring that intimate care tasks are carried out in a professional and appropriate manner, where possible, by a familiar member of school staff.
* Reporting any concerns or unusual observations to the Designated Safeguarding Lead (DSL) or if not available, then one of the Deputy Designated Safeguarding Leads. These must also be recorded on CPOMS.

**9. Health and Hygiene**  
Hygiene is critical in the provision of intimate care. In addition to PPE, the following hygiene practices must be followed:

* Staff members must ensure that they sanitise changing mats and surfaces after each use.
* Handwashing must take place before and after intimate care tasks for both staff and children.
* All waste (nappies, wipes, gloves) will be disposed of in designated bins.

**10. Ensuring adequate PPE and equipment**

It is the responsibility of the Pre-School and Nursery room leaders to inform the School Business Manager when we are running low on any equipment and request that supplies are promptly ordered (see equipment list below- Appendix A). It is essential that we maintain a good supply of all equipment needed in order to comply with this policy.

**11. Monitoring and Review**  
This policy will be reviewed annually to ensure it remains current and effective. All staff are expected to familiarise themselves with the policy, sign to say they have read and understood it and adhere to it strictly (see Appendix B). Any updates or changes will be communicated to parents promptly.

**Appendix A**

**Intimate Care Equipment Checklist**

* Disposable gloves (sufficient supply for daily use)
* Disposable aprons
* Nappy bags or disposal sacks
* Designated bin with a lid for nappy
* Changing mats
* Disposable changing mat covers
* Antibacterial spray or wipes for sanitising surfaces
* Spare nappies (parents to provide for individual children)
* Spare Baby wipes (parents to provide for individual children)
* Spare Pull-ups (parents to provide for individual children)
* Potty (for Nursery children who are in the process of toilet training)
* Spare clothing for children (parents to provide personal items, but school to keep additional sets on hand)
* Hand sanitisers and liquid soap (for handwashing before and after intimate care)
* Toilet training seat (for children transitioning from nappies to the toilet)
* Cleaning supplies for regular maintenance of the changing area

**Reviewed:** January 2025  
**Next Review:** January 2026

**Appendix B**

**Please sign to confirm that you have read and understood the Pentland Infant and Nursery School intimate care policy 2024-2025**

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