

Fairisle Infant and Nursery School



Intimate Care Policy

Date policy reviewed: September 2025

To be reviewed again: September 2027

SIGNATURE STAMP

This policy was approved and adopted by the
Governing Body at their meeting on: :
17/09/2025

Signed:

Rick Allan
Chair of Governors

A handwritten signature in black ink, appearing to be 'Rick Allan', written over a light blue circular stamp.

Intimate Care Policy

United Nations Conventions on the rights of the Child

“Everyone has the right to feel safe” Article 19

“No child should be punished in a way that humiliates or hurts them” Article 37

Fairisle Infant and Nursery School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress or pain.

Staff who provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition:

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide specific intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from outside professionals, e.g. physiotherapist, school nurse as required. Staff will be supported to adapt their best practice in relation to the needs of individual children.

In Early Years, staff can only change a child. No visitors, supply keyworkers or students can change children. Supply staff who are employed on a long term basis can, however, change children.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. Intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many members of staff will need to be present when intimate care is administered. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.

Specific intimate care arrangements will be discussed with parents/carers and recorded on the child's health care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. School will review Personal Care Plans annually, parents/carers will be responsible for sharing any changes between these annual reviews.

Children wearing nappies

Parents/carers will be provided with information of policy and practice in school. Such information includes a simple agreement form for parents/carers to sign and an agreed Personal Care Plan as outlined in Appendix 1.

See also Appendix 2: Procedure for changing a child

The Protection of Children

Child Protection Procedures will be adhered to.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. he/she will immediately report concerns to the designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount.

Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by trained physiotherapists. If it is agreed in the individual education plan or health care plan that a member of the school staff should undertake part of the physiotherapy regime (such as assisting children with exercises), then the required technique must be demonstrated by the physiotherapist personally, written guidance given and updated regularly.

In no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.

Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.

Record Keeping

A written record should be kept in the agreed format every time a child requires assistance with intimate care or has physiotherapy. These records will be available to parents/carers on request. Parents/carers will be notified if their child soiled/wet themselves and needed to be changed. In Early Years, feedback is usually verbal, due to the large number of changes required each day. However, a 'Daily Diary' is also available to communicate nappy changes and toileting information should this prove helpful to parents. Please see Appendix 5 and 6 for Infant school use only.

Appendix 1: Personal Care Plan

Appendix 2: Procedure for changing children

Appendix 3: Record of intimate care intervention

Appendix 4: Record of physiotherapy

Appendix 5: Notification to parent re: change of clothing required due to wetting/soiling

Appendix 6: Notification to parent re: nappy change

Appendix 1



Personal Care Plan

For children wearing nappies/ pull-ups in school

Child's name:

Date of birth:

Completed by:

Date of plan:

Who will change the child? <i>Your child's Keyworker or:</i> - <i>In case of absence in Rainbow room: The 'buddy system' will come into operation.</i> <i>The named member of staff in Rainbow room will be.....</i> - <i>In case of absence in Sunshine Room: A qualified Sunshine room Keyworker, that your child is familiar with, will take on this role.</i>	
How will the child be changed? - <i>Standing up in a toilet cubicle</i> - <i>Lying down on a mat on the floor or changing bench</i>	
Who will provide the resources? e.g. wipes, nappies, disposable gloves - <i>You, as parent/carer, will provide nappies, wipes, and a full change of clothes in a named bag. The bag will be sent home each day. Please ensure that a fresh supply of clothes replaces any soiled clothing immediately, and the change bag returned to school ready for use next day.</i> - <i>Staff will provide disposable gloves and aprons and safe hygienic change mats and facilities. Spare changes of clothing are likely to be available. However, the success of this facility is reliant on parent/carers returning all borrowed items promptly.</i>	
How will wet/soiled clothes be dealt with? <i>Staff will provide for the safe and hygienic disposal of nappy bags. Wet/soiled clothing will be placed in a plastic bag and sent home in your child's change bag.</i>	
How will the child be encouraged to participate in the procedure? <i>Staff will remind your child to communicate the need to be changed if they can.</i> <i>Staff will encourage your child to take as much responsibility as they can for undressing , and dressing themselves. Support will be given when needed.</i> <i>Staff will invite your child to help pull up 'pull ups' in readiness for wearing pants</i> <i>Staff will remind your child to wash their hands after they have been changed</i>	
Any other comments / important information e.g. medical information, request to apply cream for the prevention/treatment of nappy rash..... 	

This plan has been discussed with me and I agree to change my child at the last possible moment before he/she comes to school, provide the resources indicated above and encourage my child's participation in toileting procedures at home.

Parent's/Carer's full name _____

Appendix 1

Personal Care Plan

For children wearing nappies/ pull-ups in school

Child's name:

Date of birth:

Completed by:

Date of plan:

Who will change the child? <i>Your child's adult</i> or: - <i>In case of absence in your child's room: A familiar adult will change them.</i>	
How will the child be changed? - <i>Standing up in a toilet cubicle</i> - <i>Lying down on a mat on the floor or changing bench</i>	☐ ☐
Who will provide the resources? e.g. wipes, nappies, disposable gloves - <i>You, as parent/carer, will provide nappies, wipes, and a full change of clothes in a named bag. The bag will be sent home each day. Please ensure that a fresh supply of clothes replaces any soiled clothing immediately, and the change bag returned to school ready for use next day.</i> - <i>Staff will provide disposable gloves and wear appropriate aprons and safe hygienic change mats and facilities. Spare changes of clothing are likely to be available. However, the success of this facility is reliant on parent/carers returning all borrowed items promptly.</i>	
How will wet/soiled clothes be dealt with? <i>Staff will provide for the safe and hygienic disposal of nappy bags. Wet/soiled clothing will be placed in a plastic bag and sent home in your child's change bag.</i>	
How will the child be encouraged to participate in the procedure? <i>Staff will remind your child to communicate the need to be changed if they can.</i> <i>Staff will encourage your child to take as much responsibility as they can for undressing, and dressing themselves.</i> <i>Support will be given when needed.</i> <i>Staff will invite your child to help pull up 'pull ups' in readiness for wearing pants</i> <i>Staff will remind your child to wash their hands after they have been changed</i>	
How will I be informed my child has been changed? <i>Parental note (appendix 5/6)</i> <i>Individual arrangements – please state below</i>	☐ ☐
Any other comments.....	

This plan has been discussed with me and I agree to change my child at the last possible moment before they come to school, provide the resources indicated above and continue to actively support my child to toilet train at home.

Parent's/Carer's full name _____

Appendix 2

Procedure for Changing a Nappy/Pull-up Also changing a child's clothes wet or dirty from play

1. Child's clothing bag to be collected with the child from their peg.
2. Consider whether the child can be changed in a toilet cubicle (standing up)
3. Wash your hands
4. Put on gloves and apron if appropriate.
5. Place the child upon the changing mat / bench
6. If changing a nappy/pull-up, remove wet/soiled nappy/pull-up
7. Fold the nappy inwards to cover faecal material and place in a nappy sack, double up if required. Place in designated covered bin. Used wipes are to be disposed of along with the nappy.
8. Once the child has been changed and have washed their hands and returned safely to the nursery area/classroom area, clean the changing mat /area with a detergent spray. Any used PPE should be disposed of in the designated bin.
9. Hands should be washed thoroughly.
10. Complete appendix 5 unless stipulated otherwise on intimate care plan.
11. Pass it to class adult.
12. Inform parents at the end of the day (or before if necessary).

Appendix 3

Record of Intimate Care Intervention for an individual

Child’s Name

Year Group:

Date	Time	Procedure	Staff signature

Record of Physiotherapy

Child's Name:

Year Group: or Key worker group:

Date	Time	Procedure	Staff signature	Second signature

Dear Parent/Carer,

Your child _____ soiled/wet themselves today.

They ☐ed their clothes independently.

They ☐ed their clothes with adult support.

They w☐changed by an adult.

In accordance with our policy the incident has been recorded.

In your child's bag you will find soiled/wet clothes.

Would you kindly return:

☐ Your child's clothes

☐ The school's clothes loaned to your child

after they have been laundered.

Thank you.

Yours sincerely

Appendix 6. (For Infant School use only)

Dear Parent/Carer,

Your child _____

Soiled nappy was changed today. ☐

Wet nappy was changed today. ☐

Clothes were changed today due to outdoor play. ☐

In accordance with our policy the incident has been recorded.

If your child was changed due to outdoor play their clothes you will find in their bag.

Would you kindly return:

☐ Your child's clothes

☐ The school's clothes loaned to your child

after they have been laundered.

Thank you.

Yours sincerely