

EYFS Intimate Care Policy

Scope:	EYFS Department <i>(and extended to some children in KS1 with specific toileting needs)</i>
Release date:	September 2026
Author:	Assistant Deputy Head Prep School
Reviewer:	Senior Deputy Head Prep School
Approval body:	Board of Directors <i>(released pending ratification at Michaelmas EdComm Meeting)</i>
Review date	September 2027

Linked documents

This Policy should be read in conjunction with the:

- Safeguarding and Child Protection Policy
- Health & Safety Policy
- SEND / Medical Needs
- Behaviour & Physical Intervention
- Equality & Inclusion

Acronyms

SDHP	Senior Deputy Head Prep
ADHP	Assistant Deputy Head Prep

Availability

This Policy may be viewed on the School website and a printed copy is available on request from the Pupil Services Team.

Edition Changes

<u>Edition Release 2026</u> Location of change Front Page	Clause impacted Scope updated
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Policy Statement

Wisbech Grammar School Prep is committed to providing high-quality, safe, respectful and dignified intimate care for all children aged 2–5. Intimate care will always be carried out in line with the child's individual needs, preferences and developmental stage, and in accordance with statutory safeguarding and welfare requirements of the EYFS.

We recognise that children requiring intimate care are particularly vulnerable and must be protected through robust procedures, staff training and professional conduct at all times.

Statutory and Legislative Framework

This Policy is written with due regard to:

Statutory EYFS requirements

- Early Years Foundation Stage (EYFS) Statutory Framework – safeguarding and welfare requirements, including the duty to keep children healthy and safe. [gov.uk]

Legislation commonly cited in sector intimate-care policies

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002 and 2011

These form the standard legal basis for intimate-care provisions in schools and EYFS guidance.

Safeguarding guidance

- The need for safe, respectful, child-centred intimate-care practice is emphasised in NSPCC professional guidance.

Definition of Intimate Care

In line with national definitions, intimate care involves direct or indirect contact with or exposure of private parts of the body and includes:

- Changing nappies, pull-ups, soiled clothing or underwear
- Supporting toileting (including wiping)
- Bathing or washing intimate areas
- Providing certain medical procedures requiring contact with intimate areas

This definition aligns with sector guidance and NSPCC descriptions.

Intimate care may also include activities, sometimes termed *personal care*, such as assistance with dressing, cleaning vomit, or providing comfort through appropriate physical reassurance.

Principles of Best Practice

Our intimate-care practice must always:

1. Safeguard children's dignity, privacy and rights – respecting bodily autonomy and involving children as much as able.
2. Be carried out by trained staff who understand safeguarding, health & safety, infection control and appropriate touch.
3. Promote independence in ways suitable for each child's age and developmental stage.
4. Be sensitive to the child's preferences, cultural context and individual needs.
5. Protect staff by ensuring procedures are transparent, planned and in line with safeguarding expectations.

Roles and Responsibilities

SDHP / ADHP

- Ensure compliance with statutory EYFS safeguarding and welfare requirements.
- Provide training, resourcing and oversight of this policy.

EYFS Lead / Learning Support

- Oversee individual intimate-care plans where needed.
- Monitor consistency of practice and safeguarding standards.

Staff and Volunteers

- Must have an enhanced DBS check prior to undertaking intimate care duties.
- Must follow all procedures in this policy and attend relevant training.
- Must report safeguarding concerns immediately.

Parents/Carers

- Provide permission for routine toileting and changing during admissions.
- Collaborate on any personalised intimate-care plan.

Parental Involvement and Consent

Routine Care (e.g., toileting support, occasional accidents)

- Parent/carer written consent is obtained at entry.

Additional or Specific Needs

- A personalised Intimate Care Plan is developed jointly with parents and relevant professionals (e.g., continence nurses).
- Plans are reviewed at least annually or sooner if needs change.

Emergency Situations

- If no consent is available and urgent intimate care is required, staff will act to meet the child's immediate needs and inform parents after.

Procedures for Providing Intimate Care

General Steps

All intimate-care activities must:

1. Be carried out by named, trained staff familiar with the child.
2. Explain to the child what is happening in a way they understand.
3. Use age-appropriate privacy (e.g., screens, closed toilet doors).
4. Record significant events, especially when out of the ordinary.
5. Maintain dignity, respect and the child's right to say "stop" or express discomfort.

This aligns with core principles of dignity and autonomy in sector policies.

Toileting and Changing Procedures

- Use PPE and follow infection-control guidance.
- Encourage the child to do as much as they can independently.
- Clean and change the child in a safe, hygienic area.
- Double-staffing is **not required** unless specified by a safeguarding plan, but staff must ensure visibility and accountability (e.g., door ajar depending on context).
- Dispose of waste safely.

Medical Intimate Care

- Follow the child's specific healthcare plan.
- Only trained staff administer specialist medical procedures (e.g., suppositories).

Safeguarding Measures

Intimate care is a safeguarding-sensitive practice. Therefore:

- Staff must always follow the school's Safeguarding & Child Protection Policy at all times.
- Any concerns about bruising, disclosure, unusual behaviour or staff conduct must be reported immediately to the Designated Safeguarding Team.
- Staff must avoid unnecessary physical contact and ensure hands remain visible if comforting a child.
- Staff should never be alone in situations that compromise their safety; professional boundaries must be maintained.

Monitoring and Reviewing Practice

- Record logs, intimate-care plans and incident sheets will be reviewed termly by the EYFS Lead.
- Senior Leadership will ensure procedures remain compliant with the current EYFS statutory framework, updated September 2025.
- This policy will be formally reviewed annually or sooner if statutory guidance changes.

Statutory alignment (evidence for inspections)

- The policy aligns with the EYFS Statutory Framework safeguarding and welfare requirements (keeping children healthy and safe; managing care appropriately).
- Safeguarding expectations and safe practice reflect current NSPCC intimate-care guidance (child-centred, dignified, with clear reporting routes).
- The structure and procedural detail mirror sector-standard intimate care policies used in English schools (legal framework, roles, procedures, appendices).

Appendix A - Intimate Care Plan Template (EYFS 2–5 Years)

Child's Name	
Date of Birth	
Class / Key Person	
Parent/Carer Contact Details	
Medical Needs / Diagnoses Summary of Intimate Care Needs	
Child's Strengths & Independence Skills	
Cultural / Faith Considerations	
Triggers or Sensory Considerations	
Environmental Adjustments	
Infection Control Requirements	
Medical / Cream Instructions	
Safeguarding Notes	
Recording Requirements	
Parent Communication Agreement	
Review Frequency	

Role Name	Signature	Date
Parent / Carer		
Key Person		
Learning Support		
EYFS Lead		
Additional Staff		

Review Date	
Next Review	

Appendix B - Nappy Changing Procedure

For children aged 2–5

This procedure ensures nappy changing is carried out safely, hygienically and respectfully, in line with the EYFS statutory safeguarding and welfare requirements, which require providers to keep children “healthy and safe” and manage their care appropriately. It also reflects the safeguarding and dignity expectations outlined in national intimate-care guidance.

Core Principles

Nappy changing must always:

- Protect the child’s health, safety and wellbeing, as required by the EYFS.
- Safeguard dignity, privacy and respect, consistent with NSPCC intimate-care guidance.
- Be carried out by trained, DBS-cleared staff only (sector standard intimate-care requirements).
- Support children’s independence where appropriate, in line with early years developmental expectations.

Preparation Before Changing

1. Wash or sanitise hands, following infection-control expectations outlined in sector intimate-care procedures.
2. Gather all required materials:
 - a. Disposable gloves and apron (PPE)
 - b. Fresh nappy or pull-up
 - c. Wipes and nappy sack
 - d. Barrier cream *only if written parental authorisation is in place* (standard requirement in intimate-care plans).
3. Ensure the designated changing area is clean, hygienic and safe. EYFS requires providers to maintain safe and suitable premises.
4. Ensure the environment is visible but private, maintaining safeguarding visibility while preserving dignity.

During the Changing Process

1. Explain the process to the child in simple, reassuring language.
2. Put on gloves and apron (PPE), following standard infection-control procedures.
3. Encourage independence where appropriate (e.g., holding wipes, helping pull up clothing). This aligns with early-years developmental guidance encouraging independence.
4. Remove soiled nappy and clean the child front-to-back to minimise infection risk (sector hygiene standards).
5. Check for:
 - a. Rashes
 - b. Unexplained marks
 - c. Signs of distress

If concerning marks or disclosures arise, staff must follow safeguarding reporting procedures immediately (NSPCC guidance).

6. Apply creams only if explicitly documented in the child's intimate-care plan or written consent.
7. Put on a clean nappy/pull-up and support the child to wash their hands afterward, promoting hygiene and independence.

After the Change

1. Clean and disinfect the changing mat and surrounding area.
2. Dispose of the nappy and wipes in a lidded, lined bin, consistent with sector intimate-care hygiene expectations.
3. Remove PPE and wash hands thoroughly.
4. Document any:
 - a. Rashes
 - b. Unusual marks
 - c. Distress
 - d. Medical or toileting concerns

This record-keeping is consistent with safeguarding duties described in NSPCC intimate-care guidance.

5. Inform parents as agreed in their consent form or care plan (sector standard).

Safeguarding Measures

- Staff always follow the setting's Safeguarding & Child Protection Policy, as required under EYFS Section 3 (Safeguarding and Welfare Requirements).
- Any concerns arising during intimate care (behaviour change, bruises, disclosures) must be reported immediately to the Designated Safeguarding Lead.
- Staff must maintain professional boundaries, avoid unnecessary physical contact, and ensure hands stay visible when offering comfort (sector safeguarding guidance).

Consent and Individual Plans

- Routine changing is covered by parental consent on entry (as established in common intimate-care policies).
- Children with additional needs must have an Intimate Care Plan, reviewed annually or as needs change.
- Emergency changes occur if needed, with parents informed afterwards.

Staff Requirements

- Only DBS-checked, trained staff perform intimate care. This is standard safeguarding protocol referenced in intimate-care policies.
- Staff receive training in:
 - Infection control
 - Safe handling
 - Safeguarding and reporting procedures
 - Promoting independence

Appendix C - Parent / Carer Consent Form



WISBECH
GRAMMAR SCHOOL

Parent/Carer Consent
Form for Intimate Care
(EYFS 2 – 5 Years)

Child Details

Field	Information
Child's Name	
Date of Birth	
Class / Key Person	
Medical / Skin Considerations	(e.g., allergies, creams permitted)

Consent for Routine Intimate Care

I give permission for staff at Wisbech Grammar School Prep to provide routine intimate care for my child as required during the school day. This may include:

- Nappy changing
- Changing soiled or wet clothing
- Wiping and cleaning following toileting
- Supporting toileting routines
- Applying creams only if I have provided written authorisation
- Providing comfort and reassurance in a manner appropriate to age and need

I understand that:

- Intimate care will be carried out by trained, DBS-checked staff following the school's Intimate Care Policy.
- My child's privacy, dignity and wellbeing will always be respected.
- Staff will follow safeguarding procedures and will report any concerns immediately.
- I will be informed of any incidents, concerns, or unusual marks noticed during intimate care.
- I may request a review or withdraw consent at any time.

Additional Notes / Specific Instructions

(Please include any cultural, faith-based, medical or personal preferences.)

Parent/Carer Details

Field	Information
Parent / Carer Name	
Relationship to Child	
Contact Number	
Email	

Signatures

Role	Name	Signature	Date
Parent/Carer			
Key Person			
EYFS Lead / Learning Support			

Review

This consent will be reviewed at least **annually**, or sooner if needs change.

Next Review Date	September 2027
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