



Intimate and Personal Care Policy

This Policy applies to St Giles Nursery School and St Giles Nursery School Pre2s.

We believe intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support, and supervising intimate self-care that is required to meet the personal needs of a child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We treat every child as an individual treating them gently and sensitively as possible.

Purpose

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform Parents/Carers in how intimate care is administered
- To ensure Parents/Carers are consulted in the intimate care of their children

Principles

St Giles Nursery believe it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parent/Carers and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has wet / soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

Sometimes it will be necessary for adults to aid a child in getting dressed or undressed particularly in the Early Years. Staff will always encourage children to attempt undressing and dressing unaided.

Adults include: teaching staff, support staff and voluntary helpers with external clothing; trousers, socks, tights, t-shirts, skirts and dresses, coats, hats, gloves, scarves and footwear.

Should further more intimate undressing/dressing support be required with underwear, nappies etc, this will only be performed by teaching staff and support staff.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable. A child should be offered an alternate, appropriate option for comfort.

Nappy Changing

Changing a child is a sensitive and caring moment. This can be the foundation of strong attachments and encouraging language.

Babies and toddlers have their nappies changed according to their individual needs and requirements by their key person, wherever possible. Checks are documented with the time and staff initials and information is shared with parents.

- Potties are washed and disinfected after every use. Changing mats are wiped with anti-bacterial cleanser before and after every nappy change.
- Staff ensure all the equipment is ready before babies and toddlers are placed on the changing mat.
- No child is ever left unattended during nappy changing time.
- Intimate care times are seen as opportunities for one-to-one interactions.
- Staff do not change nappies whilst pregnant until a risk assessment has been discussed and conducted. Students only change nappies with the support and close supervision of a qualified member of staff.
- Cameras and mobile phones and other equipment capable of recording (smart watches, tablets etc) are not permitted in toilet and nappy changing areas.
- Nappy sacks and creams are not be left in reach of babies and children.
- We have systems in place to ensure there is an adequate supply of clean bedding, towels and spare clothes.
- Spare nappies and wipes are available if required.
- When developmentally appropriate, we work closely with parents/carers to sensitively support toilet training in a way that suits the individual needs of the child.

Wet/ Soiling

Parent/Carers will be kept fully informed of the procedures the Nursery will follow should their child need changing during school time. If a child has soiled or wet themselves we will clean and change them in a safe, private area with a familiar adult.

However if a Parent/Carer does not want a member of staff to provide personal care the Nursery will contact the Parent/Carers or other emergency contact giving specific details about the necessity for cleaning the child. If the Parent/Carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the Parent/Carer arrives. Children are not left on their own whilst waiting for a Parent/Carer to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed.

If a Parent/Carer or emergency contact cannot attend, the Nursery seeks to gain verbal consent from Parent/Carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the Parent/Carers and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings. If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn. For soiling and vomiting, protective aprons are worn, in the nursery class. Nappy changing requires a protective apron and gloves at all times. New gloves will be worn for each child.
- The process is discussed in a friendly and reassuring way with the child throughout.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up with disposable paper and flushed down the toilet. Any soiled dressings etc will be double bagged and disposed of in the First Aid refuge Bin. The First Aid Refuge Bin will then be emptied into the general waste in the outdoor shed.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

These should include:

Gaining a verbal agreement from another member of staff that the action being taken is necessary.

Another member of staff will be available to support if this effects the ratios in the class. A member of the office staff will support.

Be aware of and responsive to the child's reaction.

Safeguards for children

All St Giles Nursery staff are subject to an enhanced DBS check, on application and Cannot undertake tasks within the nursery until all checks are completed satisfactorily.

It is not appropriate for volunteers to carry out intimate care procedures.

Students and Trainees should only do so under the supervision of a trained member of staff, following consultation with the student or trainee's college/partnership supervisors.

Permission form for the Provision of Care

If a child wets or soils themselves while they are at the Nursery it is important that measures are taken to have them changed (and as necessary cleaned) as quickly as possible.

Our staff are experienced and trained at carrying out this task if parents/carers wish them to do so or, if preferred, the Nursery can contact you or your emergency contact who will be asked to attend without delay.

Last reviewed January 2026

Next review January 2027