



Limes Farm Infants School & Nursery
INTIMATE AND PERSONAL CARE POLICY

Ratified by Governors: October 2026

To be reviewed: October 2027



Intimate and Personal Care Policy

1. Principle and Rationale

At Limes Farm Infant School and Nursery, we are committed to providing safe, respectful, and dignified personal care for every child in our setting. Intimate and personal care routines are essential to meet individual needs and to promote children's health, comfort, safety, and overall well-being.

Personal care is a sensitive area requiring high standards of professional conduct, discretion, and robust safeguarding measures. Every child has an educational entitlement regardless of their stage of personal development or difficulties with toilet training. No child will be excluded, delayed admission, or treated less favourably because they require intimate care.

Our policy complies with statutory frameworks and guidance, including:

- The Statutory Framework for the Early Years Foundation Stage (EYFS)
- The Equality Act 2010 (ensuring reasonable adjustments and non-discrimination)
- Supporting Pupils at School with Medical Conditions (DfE statutory guidance)
- Keeping Children Safe in Education (KCSIE)
- The Children Act 2004

2. Definitions

Intimate Care: Care tasks associated with bodily functions, bodily waste, and personal hygiene that involve direct or indirect contact with, or exposure of, intimate personal areas or genitalia. This includes changing wet or soiled

nappies/pull-ups, wiping and cleaning intimate areas, assisting a child with toileting, dressing/undressing, and applying prescribed nappy or medical creams.

Personal Care: Tasks that promote personal presentation, hygiene, and self-help skills. Although personal care may involve close physical proximity, it is non-intimate. This includes feeding support, administering oral medication, supervising handwashing, dressing, and prompting toilet routines.

3. Policy Aims

1. Safeguard the rights, dignity, emotional well-being, and physical safety of every child receiving personal or intimate care.
2. Reassure parents and carers that staff are appropriately trained, knowledgeable, and respectful of individual needs, cultural preferences, and religious requirements.
3. Support children to develop self-help skills and achieve maximum independence in toileting and hygiene at their own developmental pace.
4. Provide clear, consistent operational guidance to protect both pupils and members of staff.

4. Role of Parents and Carers

A collaborative partnership with parents and carers is essential for maintaining consistency between home and school:

- ❖ **Consent:** Parents/carers must sign an *Intimate Care Consent Form* upon their child's entry to Nursery or Reception.
- ❖ **Individual Care Plans:** For children with complex, ongoing, or specific medical/developmental personal care needs, an *Individual Intimate Care Plan* will be created in consultation with parents, the SENCo, key staff, and relevant health professionals (e.g. Occupational Therapists, Health Visitors, or School Nurses).

- ❖ **Provision of Supplies:** Parents are responsible for providing sufficient personal resources, including nappies or pull-ups, wipes, nappy sacks, spare underwear, and changes of clothing.
- ❖ **Information Sharing:** Parents must inform the school immediately of any changes to their child's personal care needs, medical conditions, or home routines.

5. Hygiene and Best Practice Procedures

Facilities: Intimate care will take place in designated, clean, and warm changing areas. Children must **never** be left unattended on elevated changing mats.

Personal Protective Equipment (PPE): Staff must wear fresh, single-use disposable gloves and a disposable apron for every intimate care interaction.

Sanitisation and Waste: Changing mats are disinfected before and after every use. Soiled nappies, pull-ups, and wipes are sealed in nappy sacks and disposed of in designated sanitary waste bins.

Soiled Clothing: Soiled underwear and clothing will be bagged (unwashed) and returned to parents discreetly at the end of the day.

Promoting Independence: Children are encouraged and supported to wipe, manage their clothing, and use the toilet independently according to their developmental capabilities.

Hand Hygiene: Thorough handwashing with liquid soap and warm running water is facilitated for both staff and children following all care routines.

6. Application of Creams and Medication

Non-prescribed nappy creams requested by parents will only be applied if supplied in the original container, clearly labelled with the child's name, and accompanied by written parental consent.

Prescribed creams or ointments will be administered in strict accordance with the school's *Supporting Pupils at School with Medical Conditions Policy*.

7. Links to Other School Policies

This policy links to and should be read alongside the following school policies:

- *Whole School Safeguarding and Child Protection Policy*
- *Health and Safety Policy*
- *Supporting Pupils at School with Medical Conditions Policy*
- *Equality, Diversity, and Inclusion Policy*
- *Whistleblowing Policy*

Appendix 1: Individual Intimate Care Plan Template

Child's Name		DOB	/	/	Year/Class	
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Key Worker / Lead Staff: _____

Area	Details / Action Required
Specific Need / Condition	
Care Required & Frequency	
Designated Changing Area	
Required Resources & PPE	<i>(Provided by parents/school)</i>
Child's Communication Preference	<i>(e.g., verbal prompts, visual symbols, quiet environment)</i>
Support for Independence	<i>(Tasks child can attempt independently)</i>
Infection Control & Disposal	
Emergency / Concern Actions	
Parent/Carer Declaration: I/We agree to the intimate care plan outlined above. I will provide necessary supplies (nappies, wipes,	

Area	Details / Action Required
spare clothes) and inform the school of any changes in my child's needs.	

Parent/Carer Signature: _____ **Date:** / /
SENCo / Lead Signature: _____ **Date:** / /

Appendix 2: Routine Intimate Care & Toileting Permission Form

Child's Name		DOB	/ /	Year/Class	
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Toileting Stage (Please tick):

- ☐ My child is fully toilet trained and uses the toilet independently.
- ☐ My child requires reminders / support with cleaning and clothing.
- ☐ My child wears nappies / pull-ups.

Parent/Carer Consent:

- ☐ **I give consent** for trained staff at Limes Farm Infant School and Nursery to provide appropriate personal and intimate care to my child when required (including changing wet/soiled clothes, assistance with toileting, and applying agreed nappy creams).
- ☐ **I do not give consent** for intimate care to be provided. *(I understand that if my child requires changing and I cannot be contacted, staff are legally bound to*

act in the best interests of the child's hygiene, comfort, and safety).

Parent/Carer Signature:

Date: / /

Appendix 3: Intimate Care Log Sheet

Date	Time	Child's Name	Type of Care Provided	Staff Member's Name & Signature
/ /	:			
/ /	:			
/ /	:			
/ /	:			
/ /	:			
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