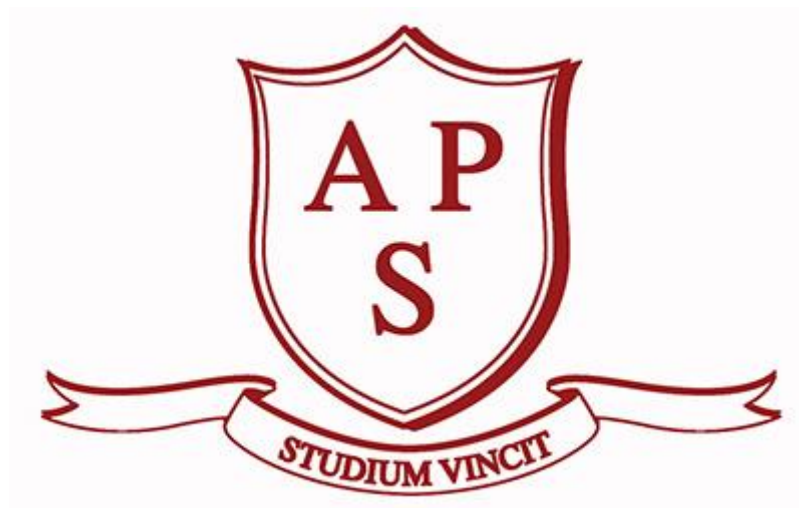




ALTRINCHAM PREPARATORY SCHOOL

Intimate Care Policy

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Responsible Person:	Mr Nick Vernon - Headmaster
Date of last review:	September 2025
Summary of changes:	Change of Early Years Lead
Date of next review:	September 2026

This policy applies to Altrincham Preparatory School, primarily the EYFS. It is available upon request to parents and prospective parents and is published to parents and prospective parents on the School's website.

Altrincham Preparatory School believes that there is a need to treat all pupils, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No pupil should be attended to in any way that causes distress or pain. Staff will work in close partnership with parents/carers ("parents") to share information and provide continuity of care.

The purpose of this policy is to:

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

Every pupil is treated as an individual and care given is done as gently and as sensitively as possible. As far as possible, a pupil is allowed to exercise choice and encouraged to have a positive body image. 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. Parents and staff are aware that matters concerning intimate care will be dealt with confidentially and sensitively, with the pupils' right to privacy and dignity maintained at all times.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child after they have soiled themselves) to intimate areas. Some children are unable to do this because of their age, physical difficulties or other special needs. In most cases such care involves procedures to do with personal hygiene. In the cases of a specific procedure only staff suitably trained and assessed as competent undertake this.

Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed particularly in the Early Years Foundation Stage. Staff always encourage pupils to attempt undressing and dressing unaided.

Soiling

Parents are asked digitally, to complete and sign the 'Permission for the Provision of Intimate Care' prior to their child starting at Altrincham Preparatory School. This ensures that the School follows the parents' wishes with regards to intimate care.

If a parent/carer does not give consent, the School contacts the parents or other emergency contact giving specific details about the necessity for cleaning the pupil. If the parent or emergency contact is able to come within a reasonable timeframe, the pupil is comforted and kept away from the other children to preserve dignity. The child will remain fully dressed at all times.

If a parent or emergency contact cannot attend, the School seeks to gain verbal consent from parent/carer for staff to clean and change the pupil.

If the parent or emergency contact cannot be contacted the Head of EYFS is consulted and will act in "*loco parentis*" in making a decision about how the pupil should be assisted.

When touching a pupil, staff are aware of the possibility of invading a pupil's privacy thus will respect their wishes and feelings.

When a pupil needs to be cleaned, staff ensure that:

- an area within the pupils' toilets is cordoned off
- a second member staff is present to safeguard both the child and member of staff
- protective gloves and apron are worn by the member of staff
- the procedure is discussed in a friendly and reassuring way with the child at the beginning and throughout the process
- the pupil is encouraged to care for themselves as far as possible, using hand wipes, toilet tissues and paper towels
- physical contact is kept to the minimum possible, to carry out the necessary cleaning
- privacy is given appropriate to the age of the pupil and the situation
- soiled clothing is put in a plastic bag, unwashed, and sent home with the child

- soiled wipes, paper towels, disposable aprons and protective gloves are double bagged and disposed of appropriately
- the area will be cleared and cleaned
- if possible, the parent/carer is informed prior to collection at the end of the school day.

Pupils with a medical need, physical disability or other special need resulting in a specific procedure involving intimate care will have a Health Care plan completed by the child's parent and health care professionals. The Health Care plan will give specific guidance on the procedure and on the agreed care to be given. Consent will be given for the named and trained member of staff to give the intimate care.

Hygiene

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

Protection for staff

Members of staff are aware of the possibility of allegations being made against them and take precautions to avoid this risk. These include:

- gaining a verbal agreement from another member of staff that the action being taken is necessary
- allowing the pupil, wherever possible, to express a preference to choose a carer and encourage them to say if they find a carer to be unacceptable
- allowing the pupil a choice in the sequence of care
- being aware of and responsive to the child's reactions
- ensuring a second member staff is present throughout the process of the intimate care
- any concerns about physical changes in a pupil's presentation, e.g. bruising, marks, soreness observed on the child during an intimate care procedure are recorded and reported to the Designated Safeguarding Lead, with safeguarding procedures followed.

Intimate Care Specific to Under 3s

The School recognises that children under the age of three will require frequent support with their personal hygiene needs and intimate care routines. These include nappy changing, toilet training and toileting, the application of non-medicated creams (such as emollients), and changing of clothing when necessary. Staff also provide comfort and reassurance during nap and rest times, ensuring that children feel safe, cared for and respected.

Staff are mindful of the School's Code of Conduct and safeguarding guidance at all times. The cultural, religious and family values of children are respected, particularly where these may influence care practices or the gender of the carer. Parents are consulted and their views taken into account.

Intimate care routines for children under three are monitored and recorded. A bathroom activity chart is completed after each nappy change or toileting routine, including the application of creams where appropriate. Prior parental permission is sought before the application of any creams, in line with the School's Administration of Medication Policy and relevant health care plans. Information is shared daily with parents.

When supporting children with toileting, nappy changing or other bathroom activities (such as hand washing or changing clothing), staff notify a colleague that they are doing so. All intimate care is carried out in a professional, sensitive and reassuring manner, with the child encouraged to participate as far as possible.

Staff are provided with appropriate PPE, including gloves, aprons and nappy sacks, and follow hygiene procedures at all times. Bodily fluids and hazardous waste are disposed of in sacks in the designated bin located in the bathroom. Staff assess any risks or hazards before managing toileting accidents or nappy changes, calling for assistance and using the spills kit where appropriate. Caretakers may be asked to assist with larger spills.

Equipment used for intimate care is cleaned between uses in line with local infection control standards. This includes wiping down toilet seats and changing beds with antibacterial spray or wipes and following universal hygiene precautions. Waste is disposed of according to local policy. Staff may seek further guidance from the Site Manager if required.

Nap and rest times are managed in line with parental wishes and home routines wherever possible. A calm and comfortable environment is created for each child, with physical reassurance such as stroking hair or holding a hand offered when appropriate. All interactions are conducted in accordance with the School's Code of Conduct.

A designated sleep area is available throughout the day for children to rest as required. Staff maintain a sleep/rest chart to record the duration of rest times and confirm that each sleeping child is checked at least every 10 minutes.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the Nursery Manager (Nursery) or the Head of EYFS Curriculum and Compliance at the earliest opportunity.

The implementation of this policy, is the responsibility of the Nursery Manager and the Head of EYFS Curriculum and Compliance, all Class Teachers and Teaching Assistants, all Nursery Practitioners and all After School Care Practitioners.

It will be monitored for its effectiveness by the Headmaster and Head of EYFS Curriculum and Compliance on behalf of the Governors.

This policy is scheduled for review annually, or before if deemed necessary.

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.