



# John Wilkinson Primary School and Nursery

## Out of School Hours Provision

### Intimate Care Policy

Reviewed Spring Term 2026

#### STATEMENT OF INTENT

Intimate care is defined as any assistance necessary for a pupil which involves their personal space; it can involve washing, touching and carrying out a procedure to intimate personal areas which most people usually carry out for themselves, but some children are unable to do so because of their young age, physical difficulties or other special needs. This many relate to hygiene but also includes feeding and physical assistance to ensure individual safety or to facilitate access to relevant activities.

Procedures must consider the dignity and privacy of the pupil concerned, together with age, gender, culture, physical and developmental needs. The Policy gives practical guidance on good/unacceptable practice.

At John Wilkinson Primary school and Nursery, we wish to include all children in our setting and understand that children arrive at nursery and school at different stages in their development and have a range of different needs or disabilities. Some children may, therefore, need support and care which extends beyond that of their peers. Some may still be in nappies or trainer pants; some children will be unable to feed themselves independently and some may need assistance in personal care.

Students/volunteers should not assist with toileting/changing pupils or feeding pupils whose needs are complex or of pre-school children. Any procedure/assistance should be carried out with pupil's understanding and consent where possible.

#### AIM

At John Wilkinson Primary School and Nursery, the purpose of this policy is to:

- Always ensure pupil's privacy and dignity.
- Recognise the responsibilities of staff involved.
- Safeguard pupils and staff from any misinterpretation of actions.
- ensure consistency, while being sensitive to individual need.

#### METHODS

##### ROLE OF STAFF

- To facilitate access for pupils during activities through physical adaptation.
- To assist with eating and drinking where pupils are unable to manage independently.
- To carry out hygiene procedures where pupils need assistance.
- To encourage independence wherever possible.

It is not practical to have two members of staff to assist with an intimate care procedure and this does not take account of a child's privacy. It is advisable, however, for a member of staff to inform another adult that they are going to assist with intimate care.

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## TOILETING/CHANGING

The following must be taken into consideration:

- individual pupils' need for privacy and dignity
- consistency of approach to ensure pupils are comfortable and feel secure
- pupil's reactions and communications to be recognised and responded to appropriately
- hygienic procedures to be followed to prevent infection (protective aprons and gloves used, and waste appropriately disposed of)
- sufficient time allowed for pupils to understand routine and expectations, and be familiar with prompts used
- independence and progression of skills to be encouraged wherever possible and appropriate

## NAPPY CHANGING

This statement clarifies the procedure for changing nappies whilst children are in John Wilkinson Primary school and Nursery.

In order to care for the children's physical needs, we ask parents/carers:

- Please send your child to John Wilkinson Primary school and Nursery wearing a clean nappy or trainer pants. Should a pattern emerge where this does not occur, we will record this for you and offer advice as it is preferable for children to arrive comfortable and clean each day. It might help to establish toileting patterns which can be very helpful for you and for us.
- Provide nappies, wipes and nappy bags so that if it is necessary to change a child, their individual needs can be met.
- If cream is required, this must be supplied in the original container, named, labelled and prescribed by a medical professional. Please see Medicines Policy. Written parental permission must be supplied by the parent or carer.
- Discuss any issues arising from this policy with the pre-school leader, EYFS lead or Head teacher, on admission, or as appropriate.
- Staff will ensure that, for children who require it:
- Children only have their nappies or pants changed by a person who has relevant DBS checks. Where possible this will be the Key Person in EYFS or an agreed member/s of staff.
- All children in nappies will be changed during sessions.
- Children will be changed in a designated area that complies with Health, Hygiene and Safety requirements.
- Staff will change the child's nappy in an appropriate way for the children to uphold dignity, following the nappy changing procedure.
- Staff will discuss any concerns about the child with the parent/carer.
- Staff will support the child's physical development regarding toilet training.
- If the parent/carer forgets to bring nappies or wipes, we will provide these.

## PROCEDURES

- In Early Years foundation stage where possible the Key Person will be responsible for nappy changing of individual children, as this provides an opportunity for positive attachment. The key person will complete a personal care plan with you, so we are well informed and have an agreement in place.
- Staff will endeavour to change children's nappies/pants when they become soiled or otherwise at a suitable opportunity during the session. It will be an exception where not doing so is deemed acceptable. Report any concerns regarding this to the nursery manager or Head teacher.

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- If the nappy is clean, staff will encourage the child to sit on the toilet/potty and then replace nappy if this is the wish of the family.
- Staff will use agreed changing area to ensure comfort for the child and be aware of health and safety requirements. Other members of staff will be informed that the procedure is taking place, so that where possible this can be witnessed, for staff protection. Children must be safe so whenever possible two members of staff will be in the nappy changing area for the duration of the procedure. When this is not possible, or, for older pupils, not appropriate other staff must be within earshot and must be aware that their role is to be vigilant and on hand to verify procedures are being followed by their co-worker.
- The members of staff responsible for nappy changing will:
  - Collect essentials for the task, including a nappy disposal bag
  - Wear disposable aprons and rubber gloves.
  - Remove child's outer clothing and soiled nappy/pants (pre-school child) or assist if necessary (and agreed) by school age children.
  - Clean the child's nappy area using wipes.
  - Place soiled nappies and wipes in disposal bag
  - Ensure parental permission has been received before cream is applied.
  - Place clean nappy/pants on child, and re-dress (preschool) or assist with redressing (school age).
  - Clean changing mat with anti-bacterial spray.
  - Soiled nappy must be placed in the nappy bin, which should be emptied into the rubbish skip at the end of the session.
  - Remove rubber gloves.
  - Check the area is clean and replace essentials.
  - Record nappy change on the intimate care record kept in nursery.
  - Will ensure the child washes their hands. Adults to wash hands too.
  - Nappy changing will only be carried out after consultation with parents and receipt of permission slips. Personal Care Plans will be drawn up to ensure clear agreement is established.

## FEEDING/DRINKING

The following must be taken into consideration:

- Sensitivity to pupil's likes/dislikes
- Time allowed for pupils to eat and encourage children to eat politely and eat sufficient amounts
- Up-to-date information from parents/carers
- Hygiene and appropriate food handling guidelines
- Cleaning/wiping hands before and after meals to be carried out sensitively and appropriately

Consultation with parents will occur if pupils have any difficulties with eating e.g. eating small amounts of food offered.

Where allergies are identified a care plan will be written and signed by parents and the setting. Trained staff will always be available when a child is identified as anaphylactic.

## PHYSICAL ASSISTANCE

Staff should:

- Give verbal prompts before touching, moving or handling pupils
- Have regard for plans/advice from therapists relating to movement, transfers, for children with disabilities etc.
- Use appropriate techniques/equipment when moving pupils

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- Recognise pupil's communications and respond appropriately
- Use physical assistance when necessary to ensure safety, e.g. if a pupil is in danger of falling
- Assist pupils with procedures such as hand washing by informing/ asking for consent where possible.
- No adults initiate "hugging" but may respond to a child who is seeking physical reassurance. This will only occur in a setting which is over seen by other adults and is appropriate.

\*Ensuring safeguarding occurs is paramount and the staff must follow procedures identified particularly with nappy changing and intimate care of young children.

### Physiotherapy

Children who require physiotherapy whilst at school should have this carried out by a trained physiotherapist. If it is agreed in the IEP or 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, with written guidance given and updated regularly. This does not apply to "fun club" where generic programmes are delivered which strengthen skills.

- Under no circumstances should school staff devise and carry out their own exercises or physiotherapy programmes.
- Adults (other than the physiotherapist) carrying out physiotherapy exercises with pupils should be employees of the school.
- Any concerns about the regime or any failure in equipment should be reported to the physiotherapist.
- Record Keeping
- It is good practice for a written record to be kept in an agreed format every time a child has physiotherapy or requires assistance with intimate care, including date, times and any comments such as changes in the child's behaviour. It should be clear who was present. See Appendix 2
- These records will be available to parents/carers on request.

Many existing policies contain guidelines which are relevant when considering intimate care/close physical contact with pupils. Please read in conjunction with the following:

Nappy changing policy

Whole school intimate care Policy

Manual handling Policy

Behaviour Policy

Child Protection Policy

# INITIMATE CARE POLICY AGREEMENT

We wish to include all children in our setting and understand that children arrive at different stages in their development and that some children may still wear nappies or trainer pants.

In order to care for the children's physical needs, we ask that parents/carers:

- Make sure that wherever possible children arrive at the setting wearing clean nappies or trainer pants.
- Provide nappies, cream, wipes and nappy bags so that if necessary to change your child their individual needs are met.
- Discuss any issues arising from the policy with the child's key person.
- Provide a spare set of clothing in case of accidents during the day.

The setting will ensure that:

- Children are only changed by a person who has relevant police checks.
- Children will be changed in a designated area which complies with Health, Hygiene and Safety requirements.
- In extreme circumstances children would be washed to ensure high standards of hygiene.
- Staff will discuss any concerns about the child with the parent/carer.
- Staff will follow the intimate care policy.
- All children 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 himself/herself as possible.

I \_\_\_\_\_ (parent/carer) agree to the above intimate care policy for the duration of my child's time at John Wilkinson School and Nursery and I agree to my child being supported to develop in independence in changing/cleaning themselves.

Signature \_\_\_\_\_

Child's Name \_\_\_\_\_

Date \_\_\_\_\_

# PERSONAL CARE PLAN

Child's name:

Completed by (staff member):

Completed by (parent):

Date of plan:

Review date:

Who will change the child:
How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor or changing table?
Who will provide the resources? e.g. wipes, nappies
How will wet/soiled clothes be dealt with?
How will the child be encouraged to participate in the procedure?
Any other comments / important information: e.g. medical information

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 as appropriate as discussed and where possible.

Signature:

This personal care plan must be completed **annually** by a member of staff and parent of each Nursery child.

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