



Leigh Academy Paddock Wood

EYFS Intimate Care Policy

Document title:	EYFS Intimate care policy
Version number:	3
Policy Status	
Date of Issue	September 2025
Date to be revised	September 2026

Revision Log (last 5 changes)

Date	Version No	Brief details of change
July 2023	1	Written by STH and SGI
September 2024	2	Reviewed by STH and TMO
September 2025	3	Reviewed by STH and TMO

Statement of Intent

The EYFS team at Leigh Academy Paddock Wood understands the importance of its responsibility to safeguard and promote the welfare of children.

No child is excluded from participating in our setting who may be, for any reason, not yet toilet trained and who may still be wearing nappies or equivalent.

We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

We, at Leigh Academy Paddock Wood, have developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The EYFS team at Leigh Academy Paddock Wood is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Legal Frameworks

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

- Childcare Act 2016
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- Early Years Foundation Stage 2021.

What is intimate care?

“Intimate care” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following: Body bathing other than to the arms, face and legs below the knee Application of medical treatment other than to the arms, face and legs below the knee. Toileting, wiping and care in the genital and anal areas. Dressing and undressing.

Roles and Responsibilities

The Principal and EYFS Lead are responsible for

Ensuring that intimate care is conducted professionally and sensitively.
Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parents/carers of the children with the input from the SENCO.
Communicating with parents in order to establish effective partnerships when providing intimate care to children.
All members of the Leigh Academy Paddock Wood EYFS staff who provide intimate care are responsible for - Undergoing appropriate training for the provision of intimate care. - Undertaking intimate care practise respectfully, sensitively and in line with the guidance outlined within this ‘Intimate Care Policy’. - Intimate care within school must be carried out in the toileting area, with two members of staff present.
Parents/Carers are responsible for - Liaising with the EYFS staff their wishes with regards to their child’s intimate care. - Adhering to their duties and contributions to their child’s intimate care plan, as outlined within this policy.

Procedures for Intimate Care

The Leigh Academy Paddock Wood EYFS Staff who provide intimate care will have a list of personalised changing routines for the children in their care, which will be adhered to and will be shared with parents regularly.
EYFS Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing.
Two members of staff will be in the toileting area, when changing occurs.
If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged routines.
Stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary- these items are to be provided by the parent/carer.
Before changing a child, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.
The changing area is warm and comfortable for the children and is private from the main classroom, this will be in our accessible toileting area.
Any soiled clothing will be placed in a tied plastic bag and will be returned to parents/carers at the end of the school day.
Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
If a child requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Parental Engagement

The Leigh Academy Paddock Wood EYFS team will liaise closely with parents/carers to establish individual intimate care programmes for each child which will be set out in the following.

What care is required
Number of staff needed to carry out the care.
Any additional equipment needed to ensure the intimate care is carried out.

The child's preferred means of communication. For example; visual/verbal and the terminology to be used for parts of the body and body functions.
The child's level of independence when toileting. For example, what procedure of intimate care can the child do themselves?
Any adjustments necessary in respect to cultural and religious views.
The procedure for monitoring and reviewing the intimate care plan.
The information concerning the child's intimate care plan will be stored confidentially, and the parents/carers and EYFS staff responsible for carrying out the child's intimate care are required to sign the intimate care parental consent form to provide their agreement to the plan.
Any changes that may need to be made to a child's intimate care plan will be discussed with the parent/carers to gain consent and will then be recorded in the written intimate care plan.
For parents/carers with an Intimate Care Plan parents/carers will be asked to supply the following items for their child's use: - Nappies - Wipes, nappy bags - Spare clothing - Spare underwear. - Cream or other medicine - parents to complete appropriate forms. - Medical equipment to be provided for the needs of individual children.

EYFS Safeguarding Procedures.

Leigh Academy Paddock Wood adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Against Staff Policy.

Monitoring and Review

This policy will be reviewed annually by the EYFS Lead and SENCO, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is **September 2026**.

All members of staff are required to familiarise themselves with this policy as part of their induction program as well as at the start of each academic year.

A copy of this is available on the school website for parents/carers to access. Hard copies of the policy are available when requested.

Individual Intimate Care Plan Parental Consent Form
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This form is to be completed by the EYFS Lead/ SENCO and signed by parents/carers.

If there is any supporting documentation this must be attached to show medical condition, disability, or Special Education Need (For Example: confirmation and details of former medical diagnosis).

Name of Child	
Date of Birth	
Name of Class Teacher	
Class	

Details of care requirements, including frequency:
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Below, details the members of EYFS staff who will be responsible for carrying out your child's intimate care programme.

Name of Staff Members	
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Where will the intimate care be carried out?	
What resources/equipment	

will be required?	
What infection control measures are in place?	
What disposal procedures are in place?	
What do parents need to provide?	
What are the reporting procedures for parents?	

I have read the [EYFS Intimate Care Policy](#) provided by the EYFS team at Leigh Academy Paddock Wood and I agree to the intimate care plan outlined below:

Signed by parent/carer		Date:
Signed by Teacher/ SENCO		Date: