ST. MARY'S CATHOLIC PRIMARY SCHOOL

Intimate and Personal Care Policy

The policy has been developed within the context of current legislation, policy and guidelines as well as with our values.

Version	July 2026
Approved by governors on:	
Review Cycle	Annually
Date of next review:	July 2027

Rational

There are times when children need nappy changes, help with toileting and changing clothes at school. This policy provides clear guidelines for providing the intimate care of children. These guidelines are designed to promote good practice and safeguard children and practitioners.

Aims

To include all children in activities regardless of their ability to manage their own personal care

To safeguard the rights and promote the welfare of children

To provide guidance for staff

To reassure parents

Definition of intimate care

> **"**Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with or exposure of sexual parts of the body"

These tasks include: dressing and undressing, helping to use the toilet, cleaning, wiping intimate parts of the body, apply medical cream or nappy cream

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Definition of personal care

"Although it may not involve touching another person, it is less intimate and usually has the function of helping with personal presentation"

Tasks include: Feeding, medication, hair, dressing, washing and prompting and supervising going to the toilet

Policy Statement:

At St Mary's, we are committed to providing safe, respectful, and appropriate personal care for all children in our setting. Intimate and personal care routines are essential to meet individual needs and support children's health, dignity, comfort, and well-being.

We recognise that personal care is a sensitive area requiring professional conduct and strong safeguarding measures. This policy ensures that all personal care is carried out consistently, safely, and respectfully, in line with the EYFS statutory framework and safeguarding best practices.

Procedures:

1. Staff Responsibilities

- Only staff who have undergone enhanced DBS checks and safeguarding training will carry out personal care tasks.
- Whenever possible, the same familiar staff members will support the same child to ensure continuity and trust.
- Staff will always treat children with sensitivity and respect, explaining what is happening throughout the process.
- Children will be given privacy for any personal care.
- Where possible, children will be verbally supported to change themselves and build independence.

2. Parental Involvement

- Parents/carers will be consulted about their child's specific care needs, routines, and any cultural or religious preferences.
- Consent forms will be completed for activities such as applying creams or assisting with toileting.

- Any changes in care routines will be discussed with parents.
- If parents do not provide permissions, they will be called to assist their child when required. This would be done in the disabled toilets in the reception area due to the possibility of other children using the classroom toilets.

3. Safeguarding and Best Practice

- Staff will record all intimate care interactions, including time, staff member, and reason.
- Due to the fact that in order to change a child in nappies with privacy requires us to go to another room, there will always be 2 members of staff present who are fully DBS checked.
- If a child becomes distressed, the procedure will stop and the incident will be reported to the head teacher and parent.

4. Hygiene and Safety

- Disposable gloves and aprons will be worn during all personal care routines.
- Appropriate changing units and areas are to be provided to keep children and staff safe. This will be looked into if the need arises.
- Changing areas will be cleaned and disinfected after each use.
- Soiled items will be stored in the appropriate nappy bins which are emptied by the bin company regularly.
- In cases of larger children needing support, manual handling training must be given to all staff who may need to change them. This includes lunchtime staff.

Children's Rights:

We recognise children's rights to:

- Be kept safe
- Be treated with dignity and respect
- Have their views considered

- Be supported to develop independence at their own pace

We encourage children to participate in their own intimate and personal care as an approach towards facilitating participation in daily life and develop their personal and physical skills.

All children have the right to be safe, feel comfortable and be treated with dignity and respect. Staff will be sensitive to individual needs.

All staff working on site will hold a DBS and be up to date with Safeguarding Training.

Staff confirmation that they have read and understood the policy and agreement to follow procedures:

Name	Role	Signature	Date