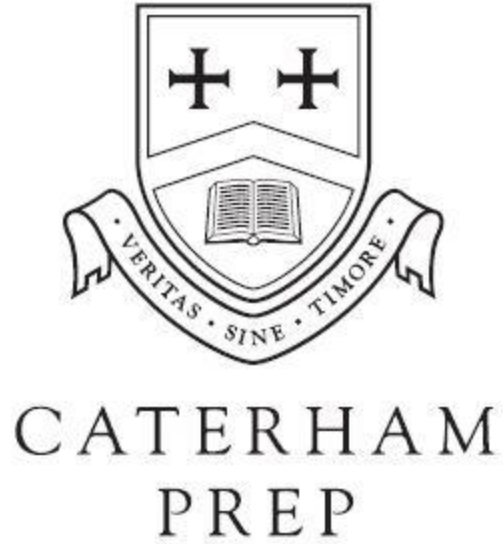




Intimate Care Policy - Reception

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<i>This policy is reviewed annually in line with the EYFS statutory framework and ISI requirements.</i>	

Contents

1. Policy Statement and Purpose	3
2. Principles.....	3
3. Facilities and Resources	3
4. Procedures	3
4.1 Toileting Support	3
4.2 Changing Clothes / Accidents.....	4
5. Safeguarding Measures	4
6. Recording and Communication.....	4
7. Staff Training and Responsibilities	4
8. Partnership with Parents	5
9. Inclusion and Equality.....	5
10. Monitoring and Review	5

1. Policy Statement and Purpose

(Current Early Years Foundation Stage (EYFS) statutory framework; Independent School Standards – Part 3)

This policy sets out the procedures for providing intimate care to pupils in Reception. Intimate care includes support with toileting, changing clothes following accidents, and aspects of personal hygiene.

The school is committed to ensuring that all children are treated with dignity, sensitivity and respect, while safeguarding pupils and staff in line with:

- Current Early Years Foundation Stage (EYFS) statutory framework
- Keeping Children Safe in Education
- The Independent School Standards

2. Principles

- All pupils have the right to safety, dignity, privacy and respect.
- Intimate care will be carried out by known, vetted staff familiar to the child.
- The safeguarding of pupils and staff is paramount at all times.
- Children will be supported to develop independence wherever possible.
- Intimate care is undertaken in partnership with parents.

Where developmentally appropriate, staff will explain what they are doing and seek the child's cooperation before providing support.

3. Facilities and Resources

Reception pupils have access to:

- Age-appropriate toilets and sinks
- A designated hygienic changing area
- Changing mat (cleaned after each use)
- Disposable gloves and aprons
- Wipes and hygiene materials
- Sealed bags for soiled clothing

Hazardous cleaning materials are stored securely and out of pupils' reach.

4. Procedures

4.1 Toileting Support

- Pupils are encouraged and supported to use toilets independently.

- Staff may provide verbal prompts or minimal practical support as needed.
- Where physical assistance is required, privacy is respected while maintaining safeguarding standards.

4.2 Changing Clothes / Accidents

- Hands are washed thoroughly before and after the procedure.
- Changing surfaces are cleaned and disinfected after use.
- Soiled clothing is double-bagged and returned to parents.
- Children are supported promptly and sensitively and are never left in soiled clothing.

5. Safeguarding Measures

Intimate care is conducted in a manner that protects both pupils and staff.

- Where possible, two members of staff are aware when intimate care is taking place.
- Care is provided within sight or hearing of other staff where appropriate (e.g. door ajar).
- Staff avoid situations where they are completely isolated with a child unless unavoidable.
- Any safeguarding concern arising during intimate care is reported immediately in line with the Safeguarding Policy.

If a child requires regular or ongoing intimate care support, this is documented and monitored by the Head of Pre-Prep. Staff recognise that children who require intimate care, particularly those with SEND, disabilities or medical needs, may be more vulnerable to safeguarding risks and remain alert to any changes, concerns or disclosures arising during intimate care.

6. Recording and Communication

- Occasional toileting accidents are managed discreetly and parents are informed the same day.
- Where intimate care is required regularly, due to a medical or additional need, or where an incident gives rise to a concern, an appropriate written record is kept securely.
- A plan will be agreed with parents where ongoing support is required.

All records are stored securely in line with data protection requirements.

7. Staff Training and Responsibilities

- Intimate care is provided only by appropriately vetted members of school staff who are suitable to undertake regulated activity with children.
- Staff receive safeguarding training in line with statutory guidance.
- Staff act with professionalism, sensitivity and discretion at all times.

8. Partnership with Parents

The school works in partnership with parents to:

- Support toilet training and independence
- Share information about medical or developmental needs
- Ensure spare clothing is available

Parents are informed promptly of accidents and any concerns.

9. Inclusion and Equality

The school has due regard to the protected characteristics set out in the Equality Act 2010 and makes reasonable adjustments where appropriate.

Pupils with SEND or medical needs will have individual arrangements agreed with parents and relevant professionals where necessary.

10. Monitoring and Review

The Head of Pre-Prep oversees implementation of this policy.

Records of ongoing intimate care are reviewed termly to ensure appropriate support and safeguarding.