

St Mary's School
Intimate Care Policy

At St Mary's School we are committed to safeguarding and promoting the welfare of children and meeting their needs. We assist children with intimate care where needed and ensure that they are treated with courtesy, dignity and respect at all times. We are committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner.

A designated member of staff with whom the child has a strong, trusting relationship, usually a key person if in the EYFS, takes responsibility for providing intimate care needs, and we address issues on an individual basis.

Intimate care is defined as:

Care involving washing, touching or carrying out a procedure to intimate personal areas, which some children may need support in doing because of their young age, physical difficulties or other special needs.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that necessitate contact with or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing nappies, helping someone to use the toilet or washing/cleaning intimate parts of the body.

Our staff will work in close partnership with parents and carers to share information and provide continuity of care.

Parents are asked to complete and sign the permission for the Provision of Intimate Care, prior to their child starting in the Kindergarten or at school (Prep class). This ensures the School follows the parents' wishes with regard to intimate care.

If a parent/carer does not give consent (Prep class), the School will contact 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 cared for in a discreet and calm space to preserve their 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 the parent/carer for staff to clean and change the pupil.

If a parent or emergency contact cannot be reached, the Vice Principal will be consulted and will act *in loco parentis* to make an informed decision regarding the appropriate care and support for the pupil.

Good hygiene practices are always followed at St Mary's School. Children are shown how to use the toilet and how to wash their hands each time they have used the toilet. Adults continually supervise the children and will help with cleaning if necessary; however, independence is always encouraged. 'Accidents' will be dealt with calmly, sympathetically and in a way which does not make the child feel they have done anything wrong.

In order to help children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to. As the children progress through the school, they are gradually encouraged to use the toilet at break times.

For those children who come into our Kindergarten setting in nappies, the nappy-changing procedure outlined below applies.

Nappy Changing in the Kindergarten

Parents are asked to supply nappies, wet wipes and any other creams their child will need. Children wearing nappies will be changed mid-way through each session to keep them comfortable and to avoid nappy rash. They will also be changed as necessary if they have soiled or are considered to be over-wet. Staff are encouraged to remember to talk/sing and have fun with the child, as this is an excellent bonding process.

Nappy Changing Procedure for staff (in the Nursery nappy-change area):

- ❖ Inform a colleague that you are going into the nappy-change area
- ❖ Get the nappy, lotion, apron and gloves ready
- ❖ Put the apron and gloves on, collect the child you are changing
- ❖ Lift the child on to the changing mat
- ❖ Ensure the child is safe and comfortable
- ❖ Remove the nappy
- ❖ Clean the child using lotion and/or own wipes (if provided). Dispose of the wet/soiled nappy in nappy bin
- ❖ Put the clean nappy on the child
- ❖ Take the child back to the Kindergarten room
- ❖ Spray the mat/changing station with antibacterial spray and wipe them both with disposable paper towels
- ❖ Remove the apron/gloves and dispose of them in the nappy bin (this is emptied at the end of every day)
- ❖ Wash hands with antibacterial lotion

Procedure for Attending to Children who have had 'Accidents':

Parents of EYFS children are all asked to ensure that spare clothing is kept in the child's PE bag in case of accidents. The school does also keep a supply of spare clothing and underwear; parents are asked to launder and return this to school. If a child beyond the EYFS has ongoing problems with bladder or bowel control, parents are asked to supply clean clothes and wipes as necessary. Staff will use disposable gloves, and wet or soiled clothing will be double-bagged and either disposed of or given to parents discreetly at collection time.

The Prep toilet areas or, only if appropriate, the Kindergarten nappy-change area, are used to attend to a child's needs. Every effort is made to ensure privacy and modesty. **Staff members must inform a colleague that they are about to assist a child in this way.** The child will be encouraged to undertake as much of the procedure for themselves as possible, but we understand that they may need help and support with:

- ❖ Removing soiled clothes
- ❖ Cleaning skin (may include genitalia, bottom, legs, feet)
- ❖ Dressing in clean clothes

The member of staff will pay attention to the level of comfort for the child and also any distress. Parents/carers will be notified at the end of the day.

Our intention is that no child will ever be left in wet or soiled clothing. As soon as staff members become aware of any need, they will clean or help to clean the child and check regularly to ensure that she/he is clean before being collected to go home.

We ensure that children are given positive praise and encouragement as they master these important personal skills.

Health and Safety Statement

St Mary's School promotes the good health of children and takes necessary steps to prevent the spread of infection, taking appropriate action if children are ill or infectious. There are procedures in place for dealing with spillages or bodily fluids such as when a child accidentally wets or soils him/herself or is sick on the premises.

Reviewed/Approved: July 2026
Next Review: Summer 2027

Appendix 1

Permission for the Provision of Intimate Care in the Early Years Foundation Stage (Kindergarten and Prep class)

If a child wets or soils themselves while at school, it is important that they are changed and, if necessary, cleaned as soon as possible to ensure their comfort and wellbeing.

Our Early Years staff are trained and supported to provide intimate care where parents have given consent for them to do so. Alternatively, if you would prefer, the School can contact you or your designated emergency contact to attend promptly and assist your child.

St Mary's School has an **Intimate Care Policy**, which outlines our approach and procedures in full. A copy of this policy is available from the School Office upon request or alternatively it can be found on the school website.

Parental Consent for Intimate Care

Name of Pupil: _____ Class: _____

Please indicate your preference regarding intimate care for your child while in the care of St Mary's School:

☐ I give consent for my child to be changed and cleaned by the Early Years staff if he/she becomes wet or soiled during the school day.

☐ I do not give consent for my child to be changed and cleaned by the Early Years staff if he/she becomes wet or soiled. I understand that the School will contact me or my designated emergency contact to arrange for my child to be cleaned and changed.

I understand that, in the event neither I nor any emergency contacts can be reached, staff may act appropriately *in loco parentis*, in consultation with the Vice Principal. I understand that this may require staff to come into limited physical contact with my child in order to provide appropriate care and support.

Signed:	
Print Name:	
Date:	