Chilvers Coton Community School and Nursery

Intimate care and toileting Policy

Agreed by the full Governing Body on September 2026
Date for review: September 2027

At Chilvers Coton Community School and Nursery, we recognise that intimate care is a sensitive and essential aspect of early childhood development. We are committed to providing high-quality, respectful, and safe intimate care for all children. This includes nappy changing and toileting routines that uphold children's dignity, promote wellbeing, and meet statutory requirements under the EYFS 2026.

We ensure that:

• Suitable hygienic changing facilities are available for all children in nappies.

• Children's privacy is considered and balanced with safeguarding and support needs during all intimate care routines.

Our policy ensures that all children are treated with respect and dignity during nappy changing and toileting routines. We aim to provide a safe, nurturing environment where children feel secure and valued, and where staff are confident and competent in delivering care that meets individual needs.

1. Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

2. Legislation and statutory guidance

This policy complies with statutory safeguarding guidance.

EYFS strategy

Following the Warwickshire Early Years and Childcare Framework

3. Role of parents/carers

At Chilvers Coton, we value strong, open communication with families and recognise the importance of working in partnership to support each child's care and development. As part of each child induction parents are asked to complete an intimate care consent form this help us to ensure we fully understand and respect each child's individual needs. As a setting we are committed to respecting and accommodating cultural preferences, such as the use of specific products or methods. While cultural preferences are acknowledged and respected, staff are expected to apply professional curiosity and judgement, ensuring that all requests are balanced with safeguarding considerations

3.1 Seeking parental permission

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards. Where contact can not be made, the safeguarding and wellbeing of the child will be priority and they will be changed.

3.2 Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

Where children do not have an individual intimate care plan, **Chilvers Coton** will seek parental consent for children in EYFS who may occasionally have accidents. A **consent form** must be completed by parents/carers to allow staff to provide intimate care without additional contact.

- If consent has not been provided, staff will contact parents/carers to explain the situation and seek verbal consent to carry out the intimate care change. Parents will then be asked to complete the consent form for any future incidents.
- If contact cannot be made, staff will provide intimate care in the child's best interests to ensure their health, safety, and well-being.
- Where consent is explicitly not given, parents/carers will be asked to come to the school to provide intimate care themselves.
- If a child refuses to allow staff to provide intimate care, parents/carers will be contacted to support the child, while ensuring the child's wishes and dignity are respected.

3.3 Sharing information

The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

4. Role of staff

4.1 Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their job description. This includes Teachers and teaching assistants.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

4.2 How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake and advice from school nurse if their need requires it
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

5. Intimate care procedures

5.1 How procedures will happen

Intimate Care Procedures

At **Chilvers Coton**, we are committed to safeguarding and promoting the dignity, safety, and wellbeing of all children who may require support with intimate care. These procedures outline how staff will carry out intimate care in a safe, respectful, and professional manner.

Staffing and Supervision

- T**wo members of staff** will be present during intimate care procedures.
- Both male and female staff members, all of whom hold current **DBS clearance**, will be involved in supporting children with toileting and intimate care as required.

Environment

- Intimate care will always be carried out in **private areas**:
  - Reception: designated washroom facilities.
  - Nursery: shielded changing area.
- Children's **privacy and dignity** will be respected at all times. Other pupils will not be able to see into the changing area, ensuring children are shielded from view.

Resources and Equipment

Chilvers Coton will provide staff with:

- Protective gloves.

- Cleaning supplies.
- Changing mats.
- Appropriate disposal bins.
- For children not on a care plan who have an occasional accident, Chilvers Coton will provide resources such as nappies and unscented baby wipes.

Parent/Carer Responsibilities

- For pupils requiring **routine intimate care**, parents/carers are expected to supply a sufficient stock (at least one week in advance) of necessary resources, such as nappies, underwear, and/or spare clothing.
- Spare clothing should ideally be school uniform or similar, to protect children's dignity and ensure they are dressed consistently with their peers when changed. Parents are encouraged to provide additional clothing, where they can, that is uniform.

Soiled Clothing

- Any soiled clothing will be securely contained, clearly labelled, and returned discreetly to parents/carers at the end of the day.

Consent and Recording

- Where a consent form has been signed, staff will change the child as required.
- If consent has not been provided, the school will make every effort to contact parents/carers to inform them and receive permission and agree on next steps.
- After each intimate care procedure, a record will be completed and signed by both staff members, including the **date, time, procedure, and any relevant comments**.
- Where children need consistently changing, an intimate care plan will be created alongside the parent.

5.2 Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to EYFS lead and DDSL Kerry Reeve.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

6. Monitoring arrangements

This policy will be reviewed by Kerry Reeve (EYFS lead) and Terri Hitchcox (Headteacher) annually]. At every review, the policy will be approved by the governing board.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding

- Health and safety
- SEND
- Supporting pupils with medical conditions
- EYFS

Appendix 1: template intimate care plan

Intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	Kerry Reeve
Name of parent or carer	
Relationship to child	
Signature of parent or carer	

PARENTS/CARERS	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

Appendix 2: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address and contact details	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I **do not** give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).	☐

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 3

Individual intimate care log

Date & time child went for intimate care and returned.	Procedure	Signature(s) Both	Comments
Date			
Time went for IC			
Time returned IC			
Date			
Time went for IC			
Time returned IC			
Date			

Time went for IC			
Time returned IC			
Date			
Time went for IC			
Time returned IC			