



INTIMATE CARE POLICY

1. Purpose

This policy sets out the principles and procedures for safely and respectfully changing nappies in our school. It is designed to protect the dignity of children and staff, promote independence where possible, and ensure a consistent, safeguarding-led approach to intimate care.

2. Scope

This policy applies to children in nappies or pull-ups due to age, medical, developmental, or additional needs. It applies to all staff involved in their care.

3. Principles of Good Practice

We are committed to ensuring that:

- Children are treated with dignity and respect at all times.
- Safeguarding of both children and staff is maintained.
- Children's welfare and rights are central to every decision.
- Staff follow consistent, safe, and hygienic routines.
- Children are supported to develop independence in toileting where appropriate.

4. Partnership with Parents

- Parents will be consulted before a nappy changing routine is put in place at Alveston.
- A written care plan may be created for children with ongoing needs.
- Parents will provide nappies / pull-ups and wipes for their child.
- Parents will be informed of any unusual incidents during changing.
- Soiled clothing will be bagged and sent home discreetly.

5. Nappy Changing Procedure

- Children will be changed in a designated, clean area (shower space in disabled adult toilet, away from classroom with kneeling mat and changing mat).
- Staff should wear disposable gloves and optional apron / mask.
- Soiled nappies will be placed in a hygienic bin (Citron Hygiene).
- Staff will clean the child using wipes (provided from home), from front to back.
- Staff must wash hands before and after the procedure, and ensure the child does the same.
- The area will be cleaned after each use.

6. Safeguarding and Staff Conduct

- **Supervision:** Two members of staff to be present at all times.
- **Privacy:** Children should never be changed in view of others. Changes will not take place in the classroom.
- **Records:** School will not keep records of every nappy change but will advise parents when supplies of nappies and wipes are running low.

All adults working in our school share a responsibility for promoting and safeguarding the welfare of the children with whom they come into contact



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- **Disclosure:** Any safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL), following usual school procedures.

7. Health and Hygiene

- PPE to be disposed of after use.
- Children's skin should be checked for rashes or irritation and reported to parents as needed.
- No creams or lotions will be applied unless written permission has been provided by the parent/carer.

8. Promoting Independence

- Children will be supported and encouraged to use the toilet where appropriate.
- Staff will work with families and external professionals (e.g., health visitors, SENDCo) to support toileting development plans.
- Staff will celebrate progress and praise children for their efforts.

9. Confidentiality and Dignity

- Information regarding a child's intimate care is confidential and will be shared only with relevant staff on a need-to-know basis.
- All records will be stored securely in line with GDPR requirements.
- Children's privacy and modesty will be respected at all times.

Signed: Deputy Head Teacher [Jessica Newitt](#) Date [07/07/25](#) Chair of Governors [Alex Quinn](#) Date