Widford Lodge

PREPARATORY SCHOOL

Intimate Care Policy

This policy applies to all pupils within the school, including those in the EYFS

Reviewed and approved by the Proprietor: September 2026

Review date: September 2027

Aim

Our intimate care policy aims to provide clear guidance for staff to ensure the safety and wellbeing of the children and to ensure that all staff responsible for the intimate care of children will undertake their duties in a professional manner.

All children need to be treated with respect when intimate care is given.

This policy applies mainly to children and staff in the EYFS. The same principles apply to any toilet accidents in Year 1 upwards, however specific parental consent will be obtained where intimate care is required to be provided regularly.

Principles

Staff will encourage children to be as independent as they are able with their personal care. We will ensure that our learners:

- feel safe and secure
- have the right to personal privacy
- are treated as individuals
- are treated with dignity and respect
- remain healthy
- are accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.

School responsibilities

Staff will work with parents/carers to promote toilet training.

Staff will ensure that anyone who undertakes intimate care has had appropriate safeguarding checks.

Staff will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

Staff will act accordingly and follow the school safeguarding policy and procedures if there are any concerns for a child's wellbeing.

Staff will ensure another adult has been informed when they are helping or cleaning a child who has had a toilet accident or who needs assistance with toileting.

Parent/carer responsibilities

Parents/carers are asked to provide information about their child's intimate needs before starting at school.

Children Wearing Nappies

Parents are asked to provide nappies and wipes to keep at school. The school is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Protection

Staff have access to clean gloves and aprons for each change.

Underwear is changed in the children's toilets (without others present).

Nappies are changed in the staff toilet/changing area of the Preschool.

Parents/carers are informed of all nappy changes/toilet accidents.

The changing mat is cleaned using anti-bacterial cleaner before and after any changing.

Soiled nappies, wipes and used PPE are to be placed in double polythene bags and put in the hygiene bin. Staff should be aware of the school's Health and Safety Policy.

Any soiled clothes are to be sent home in separate double polythene waste disposal bags.

Staff must wash their hands thoroughly.

Staff help children to wash their hands thoroughly.

There is a shower in the preschool for severe toilet accidents that cannot be cleaned with wipes.

Pupils in Distress

We understand that children may become upset if they have had a toilet accident. Staff will give comfort to the children, as a parent or carer may do.

Staff must remain self-aware at all times and ensure that the comfort they are giving is appropriate.

Children in Preschool

Children in the preschool are aged 2 and a half to 4 years. They may require nappy changes, help wiping themselves after using the toilet and help if they have had a toilet accident.

When helping a child, staff will ensure the child feels safe and will explain what they are going to do, maintaining a balance between privacy and safeguarding. Staff will tell another adult what they are doing before carrying it out.

Parents are informed of any toileting accidents or nappy changes.

Children in Reception

Children in Reception are aged 4 to 5 years. They will sometimes need help to wipe themselves after using the toilet and may have toilet accidents.

Teachers will work together with parents. Parents are asked to inform the class teacher if their child needs help using the toilet.

Parents are asked to help their child learn how to wipe themselves after using the toilet, prior to starting in Reception.

If a child needs help, staff will ensure the child feels safe and will explain what they are going to do, maintaining a balance between privacy and safeguarding. The teacher or LSA will tell another adult when they are helping or cleaning a child who has had a toilet accident.

Parents are informed of any toileting accidents.

Related documentation

- Widford Lodge safeguarding and child protection policy
- Widford Lodge First aid policy
- Widford Lodge Health and safety policy