

Intimate Care and toileting Policy

Our aim is to provide a safe environment. To safeguard the rights and promote the welfare of children. Provide guidance and reassurance to staff whose role includes intimate care and assure parents that staff are knowledgeable about personal care and that their individual concerns are considered. We will encourage children to participate in their own intimate or personal care. No matter what their ability all our children have the right to be safe and to be treated with dignity and respect. Staff involved with their intimate care will be sensitive to their individual needs.

Definition of Intimate Care:

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body’.

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

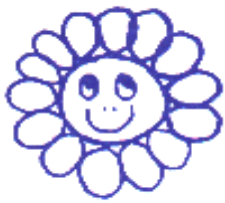
Definition of Personal Care:

‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’.

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing), washing non-intimate body parts, prompting to go to the toilet.

Toilet Training:



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As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained.

Some children may:

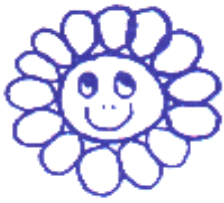
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting.
- may be fully toilet trained at home but have accidents in the setting, or vice versa.
- may be nearly there but needs some reminders and encouragement.
- may not be toilet trained but responds well to a structured toilet training process.
- be fully toilet trained but has a serious disability or learning difficulty.
- may have development delays but with additional support will master these skills or
- have Special Educational Needs and might require help with some or all aspects of personal care.

We will work with parents to ensure consistency of care and comply with the wishes of parents regards to toilet training their child.

Safeguarding:

Heatherside Pre-school ensure -

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- staff are aware of the recording requirements if changing nappies and/or toileting.
- staff follow setting procedures/guideline for intimate care.
- a risk assessment is carried out of the toileting process and areas used.
- consider if a child soils themselves then what additional support may the child and staff need.
- staff will involve the child as far as possible in his or her own intimate care.
- ensure other staff members are aware of the task being undertaken.
- ensure staff are familiar with the settings safeguarding policy including the section on allegations against staff.
- an adult who is going to change the child informs another member of staff that they are going to do this.



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- ensure all staff are up to date with their safeguarding training.
- A toilet record is kept so all toilet visits are recorded for safeguarding and to inform parents if they request to know if their child has toileted.

Health and Safety:

- staff will wear fresh disposable aprons and gloves while changing a child.
- soiled nappies/pull ups are securely wrapped and disposed of appropriately.
- changing area/ toilet will be left clean.
- hot water and soap available to wash hands as soon as changing is done, paper towels are available to dry hands.

If a staff member has concerns about a colleague's intimate care practice this will be reported following Heatherside Pre-schools whistleblowing policy.

Also, if we observe any unusual markings, discolouration or swelling including the genital area, Staff will report it immediately following Heatherside Pre-schools policy and procedures.

We will report and record any unusual emotional or behavioural response by the child. A written record of concerns will be made and kept in the child's personal file.

The normal process of changing a nappy or supporting toileting should not raise child protection concerns, However, in some instances it may be appropriate for two members of Staff to change/support a child, i.e. if a child gets very distressed or has made an allegation previously.

Heatherside Pre-school staff are also aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the settings policy and procedure guidelines should safeguard children and practitioners.

Reviewed & re-agreed at AGM held 10th October 2025 Chair Alex Constantine