

Innsworth Preschool Intimate Care Policy

Last Updated: 1st January 2026

1. Purpose and Scope

1.1 Overview: This policy sets out the procedures for all intimate care routines, including nappy changing and supporting children with toileting.

1.2 Objective: Its purpose is to ensure that every child is treated with dignity and respect and that all care is provided in a safe, hygienic, and professional manner, protecting both children and staff.

2. Statutory Framework

2.1 Compliance: This policy is a core component of our safeguarding duty and is underpinned by the following key legislation and statutory guidance:

- The Statutory Framework for the EYFS: Safeguarding and Welfare Requirements.
- The Equality Act 2010: Establishing our duty to make reasonable adjustments.
- Working Together to Safeguard Children.
- The Health and Safety at Work etc. Act 1974.

2.2 Guidance: We also have regard to relevant safer working practice guidance (such as Keeping Children Safe in Education) where applicable to our setting type.

3. Core Principles & Consent

3.1 Condition of Access (Authorisation): Our primary duty is to the welfare of the child. We cannot care for a child if we are prevented from meeting their basic physical needs.

- **Authorisation:** By enrolling at Innsworth Preschool, parents authorise staff to provide necessary intimate care (changing nappies, cleaning after toileting accidents) in line with this policy.
- **Refusal:** Where a parent refuses to allow necessary intimate care or insists a child "manages alone" when they are physically unable to do so, we may be unable to offer or continue the place because we cannot safely meet the child's basic needs. To leave a child soiled would constitute neglect.

3.2 Principles of Care:

- **Dignity:** The child's privacy is paramount. They will never be shamed or made to feel uncomfortable.
- **Cooperation:** Where possible, we will seek the child's cooperation or assent before starting care, explaining what is happening in an age-appropriate way to support their bodily autonomy.
- **Professional Practice:** Intimate care is only undertaken by vetted staff who are familiar to the child.
- **Independence:** We view toileting as a learning opportunity and encourage self-care skills.

4. Nappy Changing Procedure & Environment

4.1 Frequency Checks: Children in nappies are checked at routine intervals and changed as required, and always immediately after bowel movements.

4.2 Hygiene Procedure: To ensure hygiene and safety, staff will follow a consistent procedure for every nappy change:

- **Preparation:** Staff wash hands and prepare all items before bringing the child to the area.
- **Protection:** Staff must wear disposable gloves and an apron.
- **Disposal:** Used items are disposed of hygienically in a designated lidded bin.
- **Cleaning:** The changing mat is disinfected after every single use.

4.3 Recording:

- **Log:** The time of the nappy change and its contents (wet/soiled) are logged.
- **Observations:** Only relevant factual observations regarding skin condition are recorded (e.g. "redness noted on left hip"). Any significant concern triggers parent notification and, if necessary, safeguarding escalation.
- **Data Protection:** These logs contain special category data and are stored securely in line with our Data Protection Policy.

4.4 Smart Devices (Safeguarding): To prevent any inadvertent data capture or distraction, the use of **personal mobile phones and smartwatches** is strictly prohibited in nappy changing and toileting areas.

- **Scope:** This applies to all staff, students, volunteers, contractors, and visitors.
- **Enforcement:** Staff must remove smartwatches before engaging in intimate care routines. Any breach is treated as a safeguarding concern and managed under disciplinary or visitor removal processes.

5. Supporting Toilet Learning

5.1 Readiness: We support children's transition from nappies to using the toilet when they show signs of readiness, in partnership with parents.

- **Home Learning:** We encourage parents to start toilet training at home over a weekend or holiday before introducing it at preschool.
- **Clothing:** Children should be wearing clothes that are easy for them to pull up/down independently (e.g. elasticated waists).
- **Adjustments:** We will make reasonable adjustments for children with SEND or medical continence needs.

5.2 The "Reset" Protocol: While accidents are a normal part of learning, repeated accidents can be distressing for the child and pose a hygiene risk.

- **Assessment:** If accidents occur repeatedly within a session such that hygiene or supervision for the group cannot be maintained safely, the Manager reserves the right to request a return to pull-ups or nappies.
- **Nature:** A "Reset" is not a sanction; it is a hygiene and dignity control measure.
- **Review:** Any reset decision is time-limited, reviewed within 2 weeks, and documented with a short written rationale. It will specifically consider any SEND or medical factors.

6. Privacy and Safeguarding (Solo Care)

6.1 Solo Care Protocols: We do not require two adults for routine intimate care. Intimate care is carried out 1:1 to protect dignity, with the following safeguarding controls:

- **Notification:** Another member of staff is informed before and after the care routine.
- **Oversight:** The area is not fully isolated (audible oversight is maintained).
- **Visibility:** Line-of-sight safeguards are in place (e.g. a vision panel or door ajar with a privacy screen) depending on the room layout, ensuring the child is protected from public view but staff are not entirely hidden.

6.2 Allegations: Any allegation or concern arising from intimate care is treated as a safeguarding matter and managed under our allegations/low-level concerns process, with immediate reporting to the Designated Safeguarding Lead (DSL) or Manager.

7. Children with SEND or Medical Needs

7.1 Individual Intimate Care Plan (IICP): Where a child requires regular intimate care beyond routine nappy changes (or has SEND/medical needs affecting toileting/continence), an Individual Intimate Care Plan is agreed with parents and reviewed termly or sooner. This plan details:

- Specific care needs and frequency.
- Permitted equipment and creams.
- Moving and handling requirements.
- Staffing arrangements.

7.2 Reasonable Adjustments: We make reasonable adjustments to support children with additional needs. However, adjustments are not reasonable where they create a significant unmanaged safety risk to the child, other children, or staff, or cannot be delivered within legal ratios and available resources.

8. Provision of Supplies

8.1 Opt-Out Families: Families who have opted out of the "Enhancements" package (and therefore supply their own nappies/wipes) must ensure a sufficient supply is available every day.

8.2 Emergency Provision: We cannot leave a child in a soiled nappy. If an Opt-Out family fails to provide adequate supplies:

- **Procedure:** Parents will be asked to bring replacements promptly. If this is not possible, we will use emergency stock to safeguard the child's health.
- **Cost:** We will invoice for these items at the published emergency item cost (itemised).
- **Review:** Repeated failures to provide supplies may trigger a placement review because we cannot reliably meet hygiene needs safely.

9. Monitoring and Review

9.1 Review: This policy is reviewed annually, or immediately following any safeguarding incident.

