



# CARE POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

**Policy reviewed by:** Katherine Clark – Head of Nursery and Pre-school

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Please note: 'School' refers to Cavendish Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.





## Policy Statement

The pastoral care and safeguarding of the children at the school is central to all that we do. We are committed to developing positive and caring attitudes to children in our care. We recognise that children join the school environment with a variety of needs. Our aim is to support each child individually and to care for each to the best of our ability.

## Introduction

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

Intimate care is any care which involves washing, touching, or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) or using specialised medication prescribed by a doctor.

In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care

Staff training will be provided where it is deemed necessary or appropriate e.g. the administering of specific medication.

The issue of intimate care is a sensitive one and requires that staff are respectful of each child's needs. Each child's dignity should always be preserved with a high level of privacy, choice, and control. All staff must have a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents and carers to provide continuity of care to children wherever possible.

A few children require assistance with intimate care tasks, especially toileting, children may experience difficulties with toileting for a variety of reasons.

All children we work with have the right to be safe, to be treated with courtesy, dignity, and respect, and to be able to access all aspects of the education curriculum.

This document is a response to requests for clear principles and guidance on the issue of supporting intimate care needs with specific reference to toileting and administering medicine.

Health and hygiene topics are included in the Early Years Foundation Stage Curriculum, such as learning about dental hygiene and how to brush our teeth/ wipe their nose.

## Definition of Intimate Care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products, and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas, or other appliances. In some cases, it may be necessary to administer rectal medication on an emergency basis.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping a child to use the toilet.
- Changing nappies or pull ups.
- Washing intimate parts of the body
- Administering oral/ rectal medication



## Approach

Any child who requires intimate care is always treated with respect; the child's welfare and dignity are of paramount importance. The school will work closely with parents with regards to meeting each child's needs sensitively and with respect. Intimate care needs are discussed with parents before the child starts school.

Staff who provide intimate care are aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist, doctor or occupational therapist as required.

Intimate care arrangements will be discussed with parents and carers on a regular basis and recorded for each child as required. The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

If a child has any special requirement or medical need that may affect their personal care routine, an Individual Care Plan will be drawn up in agreement with parents and carers. The plan will provide the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

## Intimate Care and Toileting

### Nappy/ pull up changing procedure:

- A supply of nappies or pull ups and baby wipes are to be provided by the parents or carers and put in the child's bag unless provided on site.
- The school also has spare wipes and nappies.
- The nappy changing area is to be wiped with antibacterial wipes before and after the procedure.
- The practitioner is to wash their hands and wear gloves before and after nappy change. They must ensure the child's comfort and dignity is protected as they place them on the changing table. Everything must be done to make the child feel at ease and comfortable. If in an enclosed bathroom space, the door will be always left open so that the procedure is in view of other staff.
- Soiled nappies are to be disposed of (in a nappy bag) in the nappy bin provided or must be removed to an outdoor bin.
- Each nappy change is to be recorded on the child's daily record (along with the time and the name of the practitioner who changed them), in a school setting the information can be recorded in a specific way chosen by the school and passed onto the parent daily.
- Staff have a duty of care towards every child's personal needs in the nursery environment. Staff would never leave a child knowingly in wet or soiled pull-ups.

### Helping a child use the toilet:

- A member of staff must be present in the bathroom whenever a child is using the toilet, until such time as they are fully trained and independent in their dressing/ hand washing skills.
- If required, a staff member may help a child dress and undress themselves when using the toilet as well as placing them or holding them on it.
- It is the staff member's responsibility to check that a child is appropriately and properly wiped; they may help the child in doing so when support is needed.
- The child will be reminded to wash and dry their hands after using the toilet.
- The staff member will keep a record of the time that the child went to the toilet in the early stages of toilet training.

### Toilet training:

- When toilet training is in progress, staff will support the child at school and liaise with the family.



- The child will be reminded to use the toilet frequently.
- If the child has started to train on a potty, a potty will also be used at school initially.
- We ask parents and carers to provide extra spare clothes during toilet training.
- Staff will liaise with parents and carers about toilet training on an ongoing basis.
- As part of the transition process into the older classrooms, staff will support all children to be confidently toilet trained before they move up to the next class.

#### **Toilet accidents:**

- If a child has soiled themselves, everything will be done to keep the child calm, comfortable and reassured.
- Before changing the child, the staff member will gather all the necessary items: child's school bag, gloves, wipes, apron (if heavily soiled), nappy bags.
- Gloves are to be worn during the entire procedure.
- The soiled clothes will be placed in a nappy bag, in the child's school bag.
- The child should be cleaned appropriately (using wipes) and be helped to get dressed again.
- Toilet accidents are to be recorded on the child's daily record (along with the time and name of the practitioner who changed them).

#### **Heavy soiling:**

- If a child heavily soils themselves, the practitioner may ask permission from the parents or carers to use a shower at school if available.
- If an item of clothing (underwear) is too heavily soiled, staff may dispose of it.

#### **Inserting suppositories:**

In the rare event that a child needs a suppository for a specific medical need, a procedure will be followed:

- A plan and procedure will be in place as soon as the possibility of this specific medical need is realised, training to be provided if deemed necessary
- The child will be made comfortable and, if possible, will be brought to a quiet area (away from the other children).
- A staff member will gather all necessary items: the child's own prescribed suppository, their action plan if provided and gloves and the child's lower clothes will be removed.
- A plan of action will be followed, according to the individual child's specific action plan.
- The child's parents or carers will be contacted as soon as possible.
- Please also refer to the First Aid and Medical Welfare Policy.

#### **Helping an older child use the toilet:**

- On entry above EYFS children are expected to be toilet trained and manage their own personal hygiene, however during the first weeks of entry to the older classroom's children will be shown where the toileting facilities are and how to independently wash and dry their hands.
- The older children access the bathroom whenever they need to, they will always be in sight and/or hearing of a teacher and the toilets are supervised.
- If a child asks for help or is seen to require help to use the toilet, a teacher will support each individual child with praise and encouragement.
- Teachers will verbally guide each child to take care of their own personal hygiene. They will encourage the child to wipe themselves with toilet paper, praising them for their efforts. They will be told how to discard the toilet paper, flush the toilet, and wash their hands, using soap, water, and a hand towel.



- A visual timetable maybe displayed in bathrooms if felt necessary.
- If a child has an accident, they will be given instructions to change themselves and a teacher is there to help if needed. Any soiled clothing will be bagged and returned. On occasions the child's underwear may be disposed of hygienically.
- If a child has a toilet accident, the adult collecting the child will be informed at pick-up time.
- In more challenging circumstances, such as diarrhoea or a medical need, two teachers may be required to assist the child and parents/ carers will be called immediately to collect.
- During toilet training, teachers will remain positive and praise children for their efforts.
- If it becomes apparent that a child is not independently managing their personal hygiene teachers will contact the parents to discuss and support this process.

## The Protection of Children

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they must immediately report concerns to the DSL (Katherine Clark) or one of the named deputies DSL. Please also refer to the Safeguarding Policy.

We aim to ensure the complete safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. This includes:

1. Promoting caring relationships through the key person/ class teacher systems.
2. Ensuring that all staff undertaking intimate care routines have suitable enhanced DBS checks and have an up-to-date understanding of safeguarding and child protection and how to protect children from harm.
3. Training staff in the appropriate methods for intimate care routines and arranging specialist training where required, e.g. providing first aid training and specialist medical support training if relevant.

At times children need to be appropriately cuddled, encouraged, held, and offered physical reassurance by staff, especially when starting school or when transitioning through change.

**The Equality Act 2010** (replaced The Disability Discrimination Act and all amendments) brings together disability discrimination law with other equalities legislation. In October 2010 most of the duties in the Disability Discrimination Act (DDA) were replaced by the Equality Act 2010. It sets out the different ways in which it's unlawful to treat someone.

## Interpretation

In this policy, the term "senior manager" means the School Head, EYFS Lead and any designated deputies.

This policy applies to all employees in all Schools and Nurseries (save for Schools with their own procedure which shall prevail) and other work environments within Cavendish Schools.