



Intimate/Personal Care Policy

Introduction

This policy is aligned with the Statutory Framework for the Early Years Foundation Stage (EYFS) for group and school-based providers effective 1 September 2026, Working Together to Safeguard Children 2026, the Equality Act 2010, the Children and Families Act 2014, the SEND Code of Practice: 0 to 25 years, UK GDPR and the Data Protection Act 2018. Ringle Rainbow Nursery also has regard to Keeping Children Safe in Education (KCSIE) 2026 as supplementary safeguarding good-practice guidance.

The purpose of this policy is to ensure that intimate and personal care is provided safely, respectfully and consistently, protecting each child's dignity, privacy, welfare and right to participate in their own care as far as they are developmentally able.

Intimate care can create particular safeguarding vulnerabilities because it involves close physical contact and, at times, exposure of private parts of the body. Staff must maintain appropriate professional boundaries, remain alert to signs of abuse or neglect and follow the nursery's Safeguarding and Child Protection Policy, Staff Code of Conduct, whistleblowing procedure and allegations procedures.

Children's wishes, feelings and communication must be taken seriously. Staff will explain what they are going to do in language appropriate to the child's age and understanding, seek the child's cooperation and permission wherever developmentally possible, and never use force to complete a routine care task except where immediate action is necessary to prevent harm.

Children will not be excluded from nursery activities or treated less favourably because they are not toilet trained or require intimate/personal care. Reasonable adjustments and individual arrangements will be made for children with SEND, medical needs or developmental differences.

1. Aims

- To safeguard children and protect their rights, dignity, privacy and welfare.
- To provide consistent, hygienic and developmentally appropriate intimate and personal care.
- To support children's growing independence and self-care skills without pressure, shame or judgement.
- To ensure children with SEND, medical needs or developmental differences are fully included and appropriately supported.
- To provide clear expectations for staff and reassurance for parents/carers.
- To ensure safeguarding concerns identified during intimate care are recognised, recorded and acted upon promptly.

1.1 Definition of Intimate and Personal Care

Intimate care refers to care tasks associated with bodily functions, bodily products and personal hygiene that involve direct or indirect contact with, or exposure of, private parts of the body. This may include:

- changing nappies or pull-ups



- supporting a child to use a potty or toilet
- cleaning or washing intimate parts of the body
- changing soiled underwear or clothing

Personal care may include feeding, hair care, washing non-intimate body parts, dressing and undressing, and prompting or supporting a child to use the toilet.

Children's intimate care needs will be considered as part of their overall development. Children will be encouraged to participate in their own care and develop independence at a pace appropriate to them.

1.2 Privacy, Dignity and Safe Working Practice

Intimate care will be provided in a way that balances the child's right to privacy and dignity with safe professional practice. It is not a requirement for two members of staff to be present for routine intimate care. A practitioner may provide care alone where this is consistent with the child's needs and the nursery's procedures.

The nursery will avoid practices that unnecessarily expose a child or make intimate care public. At the same time, staff must not place themselves or children in unnecessarily isolated situations. Where appropriate and without compromising dignity, changing arrangements will support reasonable staff awareness and accountability.

Routine intimate and personal care, including nappy changing and toileting support, may be carried out by one suitably checked and authorised member of staff. Staff will maintain the child's dignity and privacy while following the nursery's safeguarding procedures and safe working practices. Where appropriate, changing arrangements will allow reasonable awareness by other staff without unnecessarily compromising the child's privacy.

If a parent or carer does not wish their child to receive intimate or personal care from one member of staff alone, they should discuss this with the Nursery Manager. The nursery will consider the request and, where reasonably practicable, agree suitable alternative arrangements taking account of the child's individual needs, dignity, staffing arrangements and welfare. A child will never knowingly be left in discomfort or in a wet or soiled nappy or clothing because a second member of staff is unavailable.

Where a child has significant, complex or ongoing care needs, an individual care plan will be agreed with parents/carers and relevant professionals where appropriate.

1.3 Nappy Changing

Ringle Rainbow Nursery provides appropriate nappy-changing facilities and follows hygienic procedures for children who require nappies or pull-ups. Children will be checked and changed according to their individual needs and more frequently whenever necessary; staff will not rely on a timetable where a child needs changing sooner.

Nappy changing will be calm and respectful and used as an opportunity for positive interaction and developing independence. A child must not knowingly be left in a wet or soiled nappy or pull-up.

- Staff will use a fresh disposable apron and gloves for each change where appropriate.
- The changing surface will be cleaned appropriately between children.



- Soiled nappies/pull-ups and disposable materials will be securely contained and disposed of appropriately.
- Staff will wash their hands thoroughly after changing and support children to wash their hands as appropriate.
- Necessary equipment will be prepared before the change so the child is appropriately supervised throughout.
- Any creams or products will only be used in accordance with parental permission and the nursery's medication/health procedures where applicable.

1.4 Toilet Training

The nursery recognises that continence develops at different times for different children. Toilet training will be child-centred, positive and non-judgemental. Children will not be punished, embarrassed, shamed or denied activities because of accidents or because they are not yet toilet trained.

Staff will work in partnership with parents/carers to support consistency between home and nursery while recognising that children may behave differently in each environment. Children with SEND, medical conditions or developmental delay will receive additional support and reasonable adjustments according to their individual needs.

1.5 Safeguarding During Intimate Care

All staff providing intimate care must have completed the nursery's safer recruitment requirements and receive safeguarding training in accordance with the EYFS. They must understand and follow the Staff Code of Conduct and maintain appropriate professional boundaries.

If a child says or indicates that they do not want a particular member of staff to provide intimate care, this will be listened to and considered wherever reasonably possible. Any unusual or repeated distress during intimate care will be explored sensitively and, where appropriate, discussed with the DSL.

If staff observe an unexplained injury, unusual marking, swelling, bleeding, soreness or other concern, including around the genital or anal area, they must not investigate, photograph or question the child in a leading way. The concern must be recorded factually and reported to the DSL without delay in accordance with safeguarding procedures.

If a child makes a disclosure during intimate care, staff will listen, reassure the child, avoid promising confidentiality, avoid leading questions and report the disclosure immediately to the DSL.

If a member of staff accidentally hurts a child or an incident occurs during intimate care, the child will be reassured, appropriate first aid provided where necessary, and the incident recorded and reported promptly. Parents/carers will be informed unless doing so would place the child at increased risk or conflict with safeguarding advice.

Any concern about the conduct of a member of staff during intimate care must be reported immediately under the nursery's allegations/low-level concerns procedures as applicable. Staff may use the whistleblowing procedure where they are concerned about unsafe practice or a failure to act on safeguarding concerns.

1.6 Children with SEND, Medical or Additional Needs



Children who require additional or specialist intimate care will have their needs considered individually. Where appropriate, an intimate care or health care plan will be developed with parents/carers and relevant professionals. The plan may identify the child's communication needs, preferred routines, equipment, moving and handling requirements, privacy arrangements and the level of assistance required.

The nursery will make reasonable adjustments to avoid placing a disabled child at a substantial disadvantage and will promote participation, independence and inclusion.

1.7 Recording and Information Sharing

Routine intimate-care records will be proportionate to the child's needs and nursery procedures. Where records are required, they may include the date/time, care provided, relevant observations and the staff member involved. Safeguarding concerns will be recorded separately in accordance with the Safeguarding and Child Protection Policy.

Records relating to intimate care are confidential and will be stored securely, including where recorded digitally on BabysDays. Information will only be shared with those who need it for the child's care, welfare or safeguarding. Data protection must not prevent appropriate information sharing where this is necessary to safeguard a child.

1.8 Attendance and Welfare

Where toileting or personal-care difficulties appear to be contributing to repeated, unexplained or prolonged absence, staff will work sensitively with the family to understand and address barriers to attendance. Any absence or pattern of absence that raises a safeguarding concern will be followed up under the nursery's Attendance and Safeguarding procedures and referred to the DSL.

1.9 Monitoring and Review

The Nursery Manager and DSL will monitor the implementation of this policy through staff supervision, safeguarding practice and review of any incidents or concerns. Staff will be reminded that intimate care is a safeguarding-sensitive part of everyday practice and must always be delivered with dignity, respect and professional accountability.

This policy will be reviewed annually, or sooner following changes to legislation or statutory guidance, a significant safeguarding incident, or identified changes required to nursery practice.

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By: P Reidy