



**STREATHAM
& CLAPHAM
PREP SCHOOL**

Intimate Care Policy for EYFS

Person(s) responsible for this policy		Head of Prep Assistant Head Pastoral EYFS Class Teacher	
Last review by	H Loach A Nicholson P Gollob	Review date	September 2026
Date of next review		September 2027	

Aims

- To safeguard the rights and promote the best interests of the pupils
- To ensure pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their pupils

SCHS is committed to ensuring that all staff responsible for intimate care of pupils will always undertake their duties in a professional manner. We take our responsibility to safeguard and promote the welfare of the pupils in our care seriously.

Legal Framework

This policy has been written with regard to the Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings (Safer Recruitment Consortium), the Statutory Framework for the EYFS 2026 and the school's Safeguarding and Child Protection Policy and KCSIE 2026.

Only staff who have undergone the school's safer recruitment checks, including an enhanced DBS check, carry out intimate care.

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled herself, has vomited or feels unwell

Sometimes it will be necessary for staff to aid a pupil in getting dressed or undressed. Staff will always encourage pupils to attempt undressing & dressing unaided. This policy is followed to support pupils both on and offsite (when on trips).

We recognise that young pupils may experience occasional toileting accidents. Where this occurs, the pupil will be supported by an appropriately trained and authorised member of the EYFS/Pre-Prep team or SLT, as appropriate. Staff providing intimate care will have completed the school's required safer recruitment and safeguarding checks, including the appropriate DBS checks, and will provide care promptly, with sensitivity, dignity and respect.

The school does not routinely apply nappy creams or other topical products. Where a cream or topical product is required for a medical or individual care need, this will only be applied in accordance with the school's medication/medical needs procedures and with appropriate parental consent and documentation.

Should a pupil require a change of clothing during a session clean clothing is available. Clothing that is soiled, for whatever reason, will only be handled by a staff member wearing disposable gloves. There are no laundry facilities for pupil's clothing on the premises and all dirty or wet clothing will be placed in a plastic bag and given to the parent/carer.

The school maintains an adequate supply of spare clothing for changing purposes. Parents are also asked to send a spare set of clothing to school with their pupil each day.

Location and Setting

Intimate care will be carried out in a way that respects the pupil's privacy and dignity while balancing this with safeguarding and support needs. Wherever possible, care will take place in an appropriate private space that enables the pupil to be cared for discreetly while ensuring that appropriate safeguarding arrangements are maintained. Mobile phones and other personal recording devices are not used during intimate care.

Our Approach

- We will always treat pupils with respect when intimate care is given.
- No pupil shall be attended to in a way that causes distress, embarrassment or pain.
- Intimate care will only be provided by appropriately trained staff who have undergone the school's safer recruitment and safeguarding checks and who are permitted to undertake the relevant activity in accordance with current DBS requirements.
- Staff who provide intimate care are trained to do so and are fully aware of best practice.
- If a pupil discloses something of concern, or a member of staff has a concern about another adult's conduct during intimate care, this is reported immediately in line with the Safeguarding and Child Protection Policy.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Intimate care will normally be provided by one member of staff. Another appropriate member of staff should be aware that intimate care is taking place and, wherever practicable, remain nearby and/or within sight or hearing. A second adult will be present where this is identified as necessary through an individual care plan, risk assessment, the pupil's needs, or the circumstances of the care being provided.

- Staff will minimise the pupil's exposure and ensure that pupils are undressed only as much as is necessary to provide the required care. Staff will maintain the pupil's dignity and privacy throughout the procedure.
- The procedure will be completed as quickly as possible to avoid any kind of distress for the pupil.
- The needs and wishes of pupils and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.
- The changing of a pupil will be logged on CPOMS and parents are to be notified at the end of the day unless staff feel an immediate phone call is necessary.
- Adequate toilets and hand basins are available within the EYFS setting and are in line with statutory ratio requirements.

Hygiene and infection control

Staff will follow the school's infection prevention and control procedures when providing intimate care. Staff will wash their hands before and after providing intimate care and use disposable gloves and other appropriate PPE where required. Changing surfaces and equipment will be cleaned appropriately after use. Soiled nappies and other contaminated materials will be disposed of safely in accordance with the school's waste-disposal arrangements. Staff will follow appropriate procedures to prevent cross-contamination between pupils.

Consent and Individual Care

Parents are asked about their pupil's intimate care needs when they join the EYFS as part of the assessment process, and this is kept under review.

Where a pupil requires regular or additional intimate care, an Individual Intimate Care Plan (Appendix A) will be developed in partnership with the pupil's parents/carers and, where appropriate, the pupil. The plan will set out the pupil's individual needs, preferences, level of independence, agreed care arrangements and any additional medical, SEND or safeguarding considerations. Plans will be reviewed regularly and whenever the pupil's needs change.

This plan should consider:

- the pupil's specific needs
- SEND/disability or medical needs
- level of independence
- preferred staff, where appropriate
- how privacy will be maintained
- whether a second adult is required
- communication with parents
- what happens if the agreed arrangements cannot be followed
- how the pupil's views will be incorporated.

Raising a Concern

A parent who is unhappy about how their pupil's intimate care has been managed should raise this with the DSL, Head of Pre-Prep/ EYFS or Head of Prep in the first instance.

Where there is a concern or allegation raised against a member of staff the whistleblowing policy should be followed.

Monitoring and Review

This policy is reviewed annually by the persons named above, or sooner if there is a change in legislation, statutory guidance or school practice.

Appendix A

Individual Intimate Care Plan – EYFS

Streatham & Clapham Prep School

Child's name:

Date of birth:

Class/Form:

Date plan
commenced:

Review date:

Parent/carer:

Key staff involved:

1. Child's individual care needs

Please describe the child's intimate care needs and the circumstances in which support may be required:

Type of support required:

- ☐ Toileting
- ☐ Nappy changing
- ☐ Changing clothes
- ☐ Cleaning following an accident
- ☐ Medical/health-related care
- ☐ Other: _____

2. Level of independence

The child is able to:

- ☐ Recognise when they need the toilet
- ☐ Communicate that they need the toilet
- ☐ Access the toilet independently
- ☐ Manage clothing independently
- ☐ Manage wiping/cleaning independently
- ☐ Wash and dry hands independently
- ☐ Dispose of nappies/personal items with support
- ☐ Other: _____

Support required to develop independence:

3. Child's preferences and communication

How does the child communicate their needs?

Are there particular words, signs, visuals or communication methods that should be used?

Are there any preferences the child has regarding intimate care?

Staff will explain what is going to happen in an age- and developmentally appropriate way and encourage the child to participate in their own care wherever possible.

4. Agreed intimate care procedure

Staff will:

1. Explain to the child what support is required.
2. Encourage the child to complete as much of the care independently as possible.
3. Maintain the child's dignity and privacy throughout.
4. Provide only the level of physical assistance that is necessary.
5. Ensure the child is exposed only as much as necessary to provide the care required.
6. Follow appropriate hygiene and infection-control procedures.
7. Ensure another appropriate member of staff is aware that intimate care is taking place and remains nearby and/or within sight or hearing wherever practicable.

8. Report and record any unusual incident, injury, disclosure, safeguarding concern or significant variation from this plan in accordance with the school's safeguarding procedures.

5. Clothing and personal items

Spare clothing provided by parents/carers:

Nappies/pull-ups provided by:

☐ Parent/carer

☐ School

☐ Other: _____

Wipes/other agreed products:

6. Creams, medication or topical products

Does the child require any cream, ointment or other topical product?

☐ No

☐ Yes – details below:

Any medication, cream or topical product will be managed in accordance with the school's relevant medical/medication procedures and appropriate parental consent.

7. Additional considerations

Medical/SEND needs relevant to intimate care:

Allergies or skin sensitivities:

Mobility or manual-handling considerations:

Any other safeguarding, communication or wellbeing considerations:

8. Staffing arrangements

Staff authorised/appropriate to provide care:

- 1.
- 2.
- 3.

Are there circumstances where a second adult is required?

- ☐ No
- ☐ Yes – details:

Any specific risk assessment required?

- ☐ No
- ☐ Yes – attached

9. Parent/carer views

Is there anything else parents/carers would like the school to know about their child's intimate care?