



Vita et Pax  
PREPARATORY SCHOOL

Vita et Pax Preparatory School

Established 1936

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## Intimate Care Policy

Policy Originator	Head Teacher / Bursar
Approved by	Governing Body
Governor Responsible	Chair
Date Approved	24 June 2026
Status	Non-statutory (EYFS / safeguarding best practice)
Review Period	Annually (next: June 2027)

This policy is reviewed annually and ratified by the Governing Body. Parents and carers are encouraged to be familiar with this policy, which is available on the school website and from the school office. It applies to all staff, volunteers and contractors who may provide intimate care to children at Vita et Pax Preparatory School, including within the Little Vitas Nursery and Early Years Foundation Stage (EYFS).

### 1. Policy Statement and Aims

Vita et Pax Preparatory School is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. The school recognises that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

The aims of this policy are to:

- safeguard the dignity, rights and well-being of children requiring intimate care;
- assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account;
- protect children and staff alike by promoting safe and good-practice working;
- ensure all staff understand their responsibilities towards children with intimate care needs, including those arising from age, disability, special educational need or medical condition.

## 2. Definition of Intimate Care

Intimate care is any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but which some children are unable to do because of their young age, physical difficulties, special educational needs or disability. Intimate care tasks can include, but are not limited to:

- dressing and undressing (a child who has wet or soiled themselves, or for swimming/PE);
- nappy changing and toileting, including supporting a child during toilet training;
- washing, wiping and cleaning a child following a toileting accident or episode of sickness;
- supporting a child with menstrual / sanitary needs;
- the administration of intimate medical or care procedures, in line with an individual healthcare plan.

## 3. Legislation and Guidance

This policy has regard to the following legislation and statutory guidance:

- Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children 2023
- Equality Act 2010
- Children Act 1989 and 2004
- Special Educational Needs and Disability (SEND) Code of Practice 2015
- Health and Safety at Work etc. Act 1974 and associated infection-control guidance
- United Nations Convention on the Rights of the Child (UNCRC)

## 4. Principles of Intimate Care

The following principles underpin all intimate care provided at the school:

1. Every child has the right to be safe and to be treated with dignity, sensitivity and respect.
2. Every child has the right to privacy, choice and to express their views on their own intimate care, to the level of their ability and understanding.
3. The level of intimate care provided will be appropriate to the age, needs and abilities of the individual child, and will encourage independence wherever possible.
4. Care will be consistent, with arrangements agreed in advance with parents and carers.
5. Staff will be supported to adapt their practice in relation to the needs of individual children, taking account of developmental changes such as the onset of puberty.

## 5. Rights and Involvement of the Child

Children will be supported to achieve the highest level of autonomy possible for their age and ability. Staff will encourage each child to do as much for themselves as they can and will always explain what is happening and, where appropriate, seek the child's agreement before beginning a task. The child's reactions are observed and respected; if a child appears distressed or uncomfortable, staff will stop, reassure the child, and seek advice from a senior member of staff or the parent before continuing.

## 6. Working in Partnership with Parents and Carers

Parents and carers are the first educators of their children and the school works in partnership with them at all times. On entry to the Nursery or EYFS, or when an intimate care need is identified, staff will discuss the child's needs with parents and agree the arrangements for intimate care. For any child with regular or specific intimate care needs, an individual Intimate Care Plan will be drawn up and shared with parents (see Section 7).

Parental consent for routine intimate care (such as nappy changing and support following toileting accidents) is obtained as part of the EYFS admission and registration process. Parents are asked to supply spare clothing, nappies and any other items required.

## 7. Individual Intimate Care Plans

Where a child has continence needs beyond those usual for their age, a disability, a medical condition or a special educational need, an individual Intimate Care Plan will be agreed with parents and (where relevant) health professionals and the SENDCo. The plan will record:

- the child's specific needs and the support required;
- who will provide the care and the arrangements for cover in their absence;
- the facilities and equipment to be used;
- the agreed procedure, including how the child's dignity and privacy will be protected;
- any health, manual-handling or infection-control considerations;
- the agreed method of recording and the review date.

## 8. Best-Practice Guidelines

When carrying out intimate care, staff will:

- be familiar with, and follow, the school's safeguarding, health & safety and infection-control procedures;
- use a calm, child-centred and reassuring approach, explaining each step to the child;
- respect the child's privacy by carrying out care in an appropriate, dedicated area, screened from general view;
- wear appropriate personal protective equipment (disposable gloves and aprons) and follow correct hand-hygiene and waste-disposal procedures;
- encourage the child to take responsibility for, and participate in, their own care as far as they are able;
- never carry out any procedure that causes pain, distress or embarrassment, and never use force;
- record the care given in line with the agreed method, and report any marks, injuries, signs of distress or unusual behaviour immediately to the Designated Safeguarding Lead (DSL).

Intimate care is carried out in a designated, appropriately screened area within the Nursery / EYFS setting. Named members of staff are responsible for providing intimate care, with arrangements in place for cover in their absence, and all care is recorded in line with the school's agreed recording procedures.

## 9. Safeguarding

Intimate care is provided within the school's whole-school approach to safeguarding. The following safeguards apply:

- All staff who provide intimate care are subject to safer-recruitment checks, including an enhanced DBS check with barred-list information, before they begin working with children.
- Routine intimate care (such as nappy changing) is normally carried out by one familiar member of staff in an open, screened area; staff make others aware that they are undertaking the task.
- Wherever practicable, intimate care is provided by a member of staff known to the child.
- Staff are alert to the possibility that a child may disclose abuse, or that intimate care may reveal a safeguarding concern. Any such concern is reported to the DSL without delay, in line with the Safeguarding and Child Protection Policy.
- If a child becomes distressed, or a member of staff has any concern about a child's reaction, the matter is reported to the DSL and recorded.
- Personal mobile phones and other recording devices must never be used in any area where intimate care takes place, in line with the staff Mobile Phone and Acceptable Use policies.

## 10. Staff Conduct and Training

All staff who provide intimate care are made aware of this policy and the Staff Code of Conduct and behave in accordance with both. Staff receive induction and ongoing training appropriate to their role, which may include safeguarding, manual handling, infection control and the specific needs of individual children. New or unfamiliar staff are not asked to provide intimate care to a child until they understand the child's needs and the agreed procedures.

## 11. Health, Safety and Infection Control

Intimate care is provided in line with the school's Health & Safety Policy and current infection-control guidance. Disposable gloves and aprons are worn and changed between children; surfaces are cleaned between uses; soiled items and clinical waste are disposed of correctly; and thorough hand hygiene is carried out before and after each procedure. Suitable, accessible facilities and changing equipment are provided and maintained.

## 12. Recording and Reporting

A record is kept of intimate care provided where this forms part of a child's Intimate Care Plan, or where anything unusual occurs. Records note the date, time, the care given, the staff member(s) involved and anything noteworthy. Any concern about a child's welfare is recorded and reported to the DSL in accordance with the Safeguarding and Child Protection Policy, and where appropriate logged on the school's safeguarding recording system (CPOMS).

## 13. Monitoring and Review

This policy is monitored by the Head Teacher and Designated Safeguarding Lead and is reviewed annually, or sooner in the light of changes to legislation, statutory guidance or school practice. The Governing Body ratifies the policy and the governor responsible for safeguarding oversees its implementation.

## 14. Associated Policies

- Safeguarding and Child Protection Policy
- Early Years Foundation Stage (EYFS) Policy
- Special Educational Needs and Disability (SEND) Policy
- Staff Code of Conduct
- Health and Safety Policy
- First Aid Policy
- Low-Level Concerns Policy
- Data Protection Policy
- Online Safety and Acceptable Use Policy (mobile phones)

## 15. Key Contacts

- Head Teacher: As listed on the school website
- Designated Safeguarding Lead (DSL): As listed on the school website
- SENDCo: As listed on the school website
- Chair of Governors: Mr P. Acharya

Approved by: Governing Body of Vita et Pax Preparatory School

Date: 24 June 2026