

Thomas Coram Centre and Nursery School

Intimate Care Policy



Thomas Coram Centre and
Nursery School
49 Mecklenburgh Square
London WC1N 2NY



Reviewed and Approved: Spring 2026	Next review: Spring 2028
Reviewed every 2 years	

Introduction

'Intimate care' is any care which involves washing or carrying out an intimate procedure (such as cleaning up a child after they have soiled themselves). In most cases care will involve cleaning a child for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

These procedures apply to changing a child in a range of circumstances such as:

- When a child has wet or soiled themselves;
- When a child has vomited;
- When a child has become dirty or wet from involvement in play activities e.g. painting or water play

At Thomas Coram Nursery School we aim to ensure that all staff responsible for intimate care of children will undertake their duties to the highest professional standard and that all children will be treated with the utmost respect when intimate care is given. No child will be attended to in a way that causes them distress or discomfort.

Adherence to the policy and procedures will safeguard the rights and promote the welfare of children, provide guidance and reassurance to staff whose role includes intimate care, assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration and ensure no child is discriminated against.

Children's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives, so children will be encouraged to participate in their own intimate or personal care.

Approach to best practice

The issue of intimate care is a sensitive one and requires staff to be respectful of children's needs at all times. Children's dignity will always be preserved with a high level of privacy, choice and control when care is required.

There should be a high awareness of child protection issues within this work and the behaviour of staff must be always open to scrutiny. Staff must work in partnership with parents/carers.

It is essential that children are given appropriate opportunities to contribute to their own personal needs - for example, being given the time and encouragement to pull down their clothing or attempt to dress themselves.

Procedures

- Children who may need specialised intimate care have identified staff to support them.
- Staff will be supported to adapt practice in relation to the needs of individual children's developmental stages e.g. toilet training.
- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff to encourage each child to do as much for him/herself as he/she can.
- The changing areas around the school are clear and accessible to all members of staff. When staff change children, they ensure other staff are nearby.
- Parents and carers are not allowed to supervise children in the class toilet areas unless they can be closely supervised by a member of staff who will ensure no other children are present.
- Staff will always wear appropriate safety clothing and gloves when dealing with a child needing intimate care. All PPE equipment is changed before another child is changed and the changing area is thoroughly cleaned.
- All bags containing wet clothes will be tied and a label will state the name of the child, the person who changed them and the reason for the change.
- Appropriate facilities and equipment e.g. nappy bags will be used to dispose of any waste materials and put in the sanitised nappy bins. The bins are emptied twice a week.
- Whenever possible, children will stand in the bathroom, rather than be put down on a changing mat to have their nappies changed as this is age-appropriate for Kinder children and many Toddlers who are toilet training.
- Parents will be asked to provide the school with nappies, extra clothing, and are encouraged to bring their own 'wet-wipes' to be kept in school. The key person will update the parents when more supplies are required.
- Parents complete a consent form for prescribed or non-prescribed nappy cream.

- Clear processes and guidance in intimate care is highlighted to all staff upon their induction. New staff are given the opportunity to discuss any queries or uncertainties they may have in relation to this policy.
- Under no circumstances should short-term students, work experience volunteers or visitors be asked to give intimate care. Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.
- When providing intimate care, staff should carefully and sensitively observe the child's emotional response and report any concerns to the designated officer.
- Should staff observe any unusual marks or injuries on a child's body etc, these will be reported immediately, following school policies and procedures.
- In the event that intimate care is necessary while children are outside of school on an educational visit, a member of staff must always be present to support toileting. Only members of staff can attend to the intimate needs of any child. Where changing mats are only available in toilet cubicles, the door should be left open with another staff member ensuring privacy.

Appendix 1

For Permission to Administer Prescribed Medicines form, please see Medicines Policy.



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PARENTS CONSENT FOR NON-PRESCRIBED CREAMS; SUN CREAM, LIP BALM AND NAPPY CREAMS ONLY.

NB: FOR OTHER PRESCRIBED CREAMS PLEASE USE PERMISSION FOR MEDICINES FORM.

I GIVE PERMISSION FOR STAFF TO USE:
_____CREAM/LOTION

FOR MY CHILD _____
AS DESCRIBED BELOW (eg HOW OFTEN/HOW MUCH ETC.)

SIGNED: _____ DATE: _____