



**The Kite  
Academy  
Trust**  
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together

**KITE ACADEMY TRUST**  
EYFS INTIMATE CARE POLICY

P1184

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# 1 Introduction

The Kite Academy Trust is committed to promoting and safeguarding the health and welfare of all children in its academies. This policy has been developed in line with current legislation, safeguarding guidance and Kite values, and is intended to provide clear procedures for the safe, respectful and dignified delivery of intimate and personal care for children attending an Early Years Foundation Stage (EYFS) setting within the Trust.

There are times when children may require support with toileting, nappy changing, cleaning, dressing or changing clothes. These routines must always be carried out sensitively, safely and in a manner that promotes each child's dignity, well-being and independence.

This policy is designed to:

- Provide clear and consistent guidelines for staff;
- Promote good practice;
- Safeguard children and practitioners;
- Ensure that intimate and personal care is carried out respectfully and safely;
- Support children who are not yet fully independent in managing personal care.

This policy has been written to ensure that all children feel secure, respected and supported. The needs and best interests of the child will always be paramount.

# 2 Aims of the Policy

The aims of this policy are to:

- Include all children in activities regardless of their ability to manage personal care independently;
- Safeguard the rights and promote the welfare of all children;
- Provide guidance for staff on expected practice and responsibilities;
- Reassure parents/carers that care is managed safely, respectfully and in partnership with families;
- Ensure consistent, safe and dignified support across the Trust.

All intimate and personal care is carried out in partnership with parents/carers and in accordance with safeguarding procedures.

# 3 Intimate Care

Intimate care is any care tasks of an intimate nature associated with bodily functions, bodily products, and personal hygiene, which require direct or indirect contact with, or exposure of, intimate or sexual parts of the body. In most cases, such care will involve cleaning for hygiene purposes and as a duty of care for a child. Examples of intimate care tasks include:

- Nappy changing;
- Cleaning or wiping intimate parts of the body;
- Helping a child use the toilet;
- Changing soiled clothing;
- Assisting with bathing or washing intimate areas;
- Applying medical or nappy creams.

# 4 Personal Care

Personal care is less intimate and usually relates to personal presentation, hygiene or basic self-care. Examples of personal care include:

- Helping a child change clothes;
- Washing hands, face and non-intimate areas;
- Hair brushing;
- Prompting or supervising toileting;
- Supporting feeding or medication (where authorised).

## 5 Our Approach to Best Practice

The Kite Academy Trust recognise that intimate care is a sensitive issue and requires staff to be respectful of a child's dignity, privacy and emotional wellbeing at all times. All staff responsible for the intimate care of children will undertake their duties in a professional manner at all times, respecting a child's right to privacy, choice and control. The child will be supported to achieve the highest level of autonomy, given their age and abilities, and will be encouraged to do as much for themselves as is possible.

## 6 Planning & Individual Care Plans

Children with ongoing intimate care needs will have an Individual Care Plan (ICP), agreed with parents/carers, to ensure the welfare and dignity of the child at all times. The ICP will detail routines, staffing, parental expectations, products and review arrangements. Individual care plans will be reviewed termly or as a child's needs change.

Parents/carers will be responsible for providing nappies, wipes and any creams unless otherwise agreed. The academy is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes and liners to dispose of any waste.

## 7 Working in Partnership with Parents

Parents/carers will be kept informed of routines and any significant issues that arise. Regular discussions will take place, and a clear record of these communications will be maintained.

## 8 Staffing & Supervision

Toileting and personal care will normally be supported by one adult. However, where a child requires assistance with heavily soiled clothing or where additional safeguarding measures are considered necessary, two adults should be present. A rota system will be implemented wherever possible to ensure that no child becomes overly reliant on a single member of staff. While same-sex support is preferred, this cannot always be guaranteed due to staffing constraints; in all circumstances, the needs and dignity of the child will take precedence.

## 9 Safeguarding & Child Protection

The Kite Academy Trust Safeguarding & Child Protection Policy will be adhered to at all times. Staff should remain mindful that intimate care places them in a potentially vulnerable position and must therefore ensure that their practice is transparent at all times.

If a member of staff has any concerns about a child's presentation (e.g. marks, injuries, soreness or unusual behaviours), these will be reported immediately to a Designated Safeguarding Lead.

If a child becomes distressed when supported by a particular adult, alternative arrangements will be made to ensure their comfort and wellbeing. Any allegations made by a child will be taken seriously and managed in line with the procedures set out in The Kite Academy Trust Safeguarding & Child Protection Policy.

## 10 Health, Safety & Hygiene

Staff must adhere to strict hygiene and infection control procedures during all intimate care tasks. Gloves and aprons must be worn at all times, and hands must be washed before and after care is provided. All changing should take place in designated, hygienic areas, which must be cleaned thoroughly after each use. Any soiled waste must be double bagged and disposed of in the appropriate designated disposal bin.

Please also see The Kite Academy Trust Health, Safety & Environment Policy and Infection Control Policy.

## 11 Special Educational Needs & Disabilities (SEND)

Children with special educational needs and disabilities (SEND) must be treated with the same dignity and care as all other children.

When developing care plans, any additional vulnerabilities will be carefully considered to ensure appropriate support is in place. Staff will liaise with relevant professionals, such as continence nurses and occupational therapists, to inform practice and provide specialist input where required.

A child's emotional responses and preferred methods of communication will always be taken into account to ensure their needs are met in a sensitive and respectful manner.

## 12 Physical Contact & Professional Conduct

Any physical contact must be carefully considered and kept to the minimum time necessary. It must be appropriate to the child's age and stage of development and should only take place in response to the child's immediate needs. All contact must be open to scrutiny, capable of being clearly justified, and conducted in a manner that upholds the child's dignity and safety at all times.

## 13 Record Keeping

All intimate care provided as part of a care plan must be recorded accurately and in a timely manner.

Any unexpected incidents, injuries or changes to a child's usual routine must also be documented and reported, as required, in accordance with The Kite Academy Trust Safeguarding & Child Protection Policy,

## Document Management

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