



Intimate Care (including EYFS) Policy

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Policy Review Date: April 2025

Reviewed By: A Evans, SLT & Board of Governors

Next Review: April 2026 (or following incident, legislation or interim guidance)

April 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This policy is available on the school website and upon request.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Apr26		Reviewed – no amendments	

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Section 1 Policy Statement

Avalon School recognises that when supporting children with intimate care needs either due to their age and stage of development or as a result of a disability or medical need, the child's welfare and dignity is paramount. No child shall be attended to in a way that causes distress, embarrassment or pain. All children should be treated with respect when intimate care is given.

Avalon School is committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

School takes seriously its responsibility to ensure that all children are safe, secure, protected from harm and promoted the welfare of children in its care.

Avalon School and the Governing Body recognise their duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects their ability to carry out day-to-day activities must not be discriminated against. SEND pupils may be unable to meet their own needs for a variety of reasons and will require regular support.

Staff will work in close partnership with parents/carers to share information and provide continuity of care.

Avalon School will not usually ask parents/carers to collect a child who has ongoing or occasional intimate care needs. However, school may on occasion contact parents/carers if staff have tired to clean a child to the best of their ability with the facilities available but feel the child needs more than this.

Section 2 Definition of Intimate Care

Intimate care is defined as tasks associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Section 3 Best Practice Approach

The management of all children with intimate care needs will be carefully planned. Staff who provide intimate care are trained to do so (including safeguarding and moving and handling where appropriate).

Age-appropriate equipment and facilities are provided to support children with their toileting, including low level toilets, movable booster seats, small steps and nappy changing facilities. This also includes the availability of sanitary produce and support for children who are menstruating.

On the occasion that additional/specialist equipment and facilities are required, every effort will be made to provide these facilities in a timely manner, following assessment by a medical professional.

There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account development changes such as the onset of puberty and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

An IHP (Individual Healthcare Plan) or ICP (Intimate Care Plan) will be completed for any pupil requiring regular intimate care.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult. Another adult should be nearby, to observe in an unobtrusive manner.

Regular intimate care needs will be discussed with parents/carers on a regular basis and recorded on the IHP/ICP.

Where intimate care is required eg: nappy change, toilet accident and an IHP/ICP is not in place, the child's names will be met by the school staff and parents/carers will be informed the same day. This information should be treated as protected and communicated accordingly.

The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Wherever possible, a child's intimate care needs will be met by a member of staff the child knows.

Section 5 Nappy Changing Procedure

Intimate care procedures will be carried out by the child's keyworker wherever possible. A child will not be supported in intimate care routines by an adult who is not familiar to them. The member of staff changing the child will inform another member of staff that they are going to do this.

A child will always be consulted before an intimate care routine takes place. This gives the child time to process what is going to happen next. They will never be forced to leave what they are doing.

Staff will use the Nappy Changing Room in the Nursery block or the designated cubicle in the Pre-School Room toilet area. These areas are enclosed enough to respect the child's privacy yet are not beyond sight of other staff members.

Staff are to wash their hands and wear fresh aprons and disposable gloves while changing a child.

Soiled nappies, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied at least once a day and the liner replaced.

The changing areas will be cleaned with a detergent spray or soap and water.

Soap and water are available for staff to wash hand as soon as changing is finished. Paper towels are available to dry hands.

Section 5 Menstruation Support

At Avalon School we are committed to ensuring that all children who has started their menstruation cycle receive the necessary support, privacy and resources to manage their menstrual health comfortably and with dignity.

Avalon School will provide clean, private and well-maintenance sanitary facilities equipment with the appropriate disposal bin for menstrual products. A designated toilet cubicle is available for children which need to change their sanitary products during school hours.

Menstrual products such as sanitary pads are readily available for children who may need them. These can be accessed through asking staff within the classroom or at the school office. It is understandable that the children will approach a member of staff that they feel comfortable to ask. Sanitary/Menstrual products will be stored in the medical room should they be required.

Staff are trained to provide empathic and respectful support to children managing their menstrual health. Staff are aware that some children they may be more affected than others and staff will be mindful of this. At Avalon School we conduct age-appropriate educational sessions to raise awareness about menstruation, dispel myths and promote understanding among all pupils.

Section 6 Safeguarding

Avalon School recognises that SEND children are particularly vulnerable to all forms of abuse.

The school's Child Protection & Safeguarding Policy and procedures will be adhered to at all times.

If a member of staff has any concerns about physical, social, emotional or behavioural changes in a child's presentation they will immediately report concerns to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated following the above policies and procedures and outcomes recorded.

Parents/carers will be contacted at the earliest appropriate opportunity as part of the safeguarding process.

Section 7 Related Documents/Policies

Including the following policies (this is not an exhaustive list)

Child Protection & Safeguarding Policy

Keeping Children Safe In Education

Staff Code of Conduct

Health & Safety Policy

Medical & First Aid Policy

SEND Policy

Early Years Foundation Stage Policy

Section 8 Review

This policy is reviewed as and when required by legislation or the requirements of the school.