

St Mark's Catholic Primary School



Intimate and Personal Care Policy

Start Date	September 2025
Review Date	September 2026
Headteacher Signature	
Governor Signature	

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St. Mark's Catholic Primary School

Foundation Stage: Intimate and Personal Care Policy

"An increasing number of children and young people with disabilities and medical needs are being included within mainstream, private voluntary and independent sector settings. A significant number of these require assistance with intimate care tasks, especially toileting."

(Knowsley Council – Intimate and Personal Care Policy Guidance)

Introduction

At St Mark's, a child's **health, well-being, dignity, and safety** are paramount. We aim to support each child's care and welfare in line with their individual needs. All children benefit from contact with familiar, consistent carers to help them grow in confidence and self-assurance.

At times, children may need to be cuddled, encouraged, held, or offered physical reassurance. Our Personal and Intimate Care Policy sets out how staff provide this guidance and support safely within the Foundation Stage.

This policy is based on four fundamental principles. Every child has the right to:

- **Be safe**
- **Be valued as an individual**
- **Be treated with dignity and respect**
- **Personal privacy**

Procedures

Intimate care routines are an essential part of the day to ensure that children's basic needs are met. This may include:

- Nappy changing
- Supporting children with toileting
- Changing clothes when required
- Providing first aid treatment
- Delivering specialist medical support

To safeguard children and staff:

- Intimate care will take place in a **private, safe area** and, wherever possible, within **line of sight or with a second staff member present**. When possible, the toilets, located in Nursery will be used. Children will be encouraged to stand within the cubicle for privacy with the door closed /closed over.
- Where one-to-one care is unavoidable, staff will follow agreed risk assessments and ensure another adult is aware of the activity.

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- Children will be **spoken to and reassured** throughout and, where possible, staff will **seek the child's verbal agreement** before care begins.
- Staff will encourage children to **participate as much as they are able** (e.g., helping with dressing) to promote independence.

Safeguarding and Staff Responsibilities

To maintain the highest standards of care and safety, the school will:

- Promote consistent and caring relationships through the **key person system** within Foundation Stage.
- Ensure all staff undertaking intimate care have **enhanced DBS checks** and are **appropriately trained** in intimate care procedures, first aid, and any required specialist support.
- Provide **induction training** for new staff and follow up through supervision meetings and annual appraisals to identify further training needs.
- Require staff to follow the school's **Safeguarding and Child Protection Policy**. Any concerns arising during intimate care will be reported immediately to the Designated Safeguarding Lead (DSL).
- Maintain a clear **whistleblowing procedure**, ensuring staff feel confident to raise any concerns.

Record-Keeping and Communication

- All intimate care activities (e.g., nappy changes, accidents, specialist medical support) will be **recorded and signed** by the staff member involved. Records will include time, date, reason, and staff present.
- Parents/carers will be **informed daily** of any significant care routines or concerns.
- Where a child requires specific support, a meeting with parents/carers will be arranged to gather relevant information and agree on a written **care plan**.

Monitoring and Review

- The SLT will regularly monitor procedures and risk assessments to ensure that all children are supported safely and consistently.
- This policy will be **reviewed annually**, or sooner if there are changes in legislation, statutory guidance, or best practice.

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St. Mark's Catholic Primary school – Intimate care record

Pupil	Staff member	Reason for change: Nappy change / Toilet accident (wet or soiled) / Wet or muddy clothing / Other (please specify)	Date and time

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St Mark's Catholic Primary School – Intimate Care Notification

Child's Name: _____ **Date:** _____ **Time of Change:** _____

Today, your child required a **change of clothing / nappy** during school hours.

This was carried out by: _____ (staff name/s)

Reason for change:

- ☐ Nappy change
- ☐ Toilet accident
- ☐ Wet/muddy clothing (Wet/ Soiled)
- ☐ Other (please specify): _____

Thank you for your understanding and support. If you have any questions, please speak with your child's class teacher.

Staff signature: _____



St Mark's Catholic Primary School – Intimate Care Notification

Child's Name: _____ **Date:** _____ **Time of Change:** _____

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This was carried out by: _____ (staff name/s)

Reason for change:

- ☐ Nappy change
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Thank you for your understanding and support. If you have any questions, please speak with your child's class teacher.

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