



Seedlings Nursery & Pre-School

at

Great Horwood Church of England School

Intimate Care Policy

September 2025

This policy was adopted on: 21 January 2026

Date of next review: January 2027

Signed: P.M. Shaw

Our Vision

'I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing.' John 15:5

At Great Horwood Church of England School, the academic, emotional and spiritual well-being of all individuals is at the heart of all that we do; where everyone is valued. We are a safe, welcoming school within the heart of the village community that aims to provide all our children and adults with the learning opportunities to flourish, be healthy, grow in resilience and realise their full potential; being fully equipped and prepared for a successful future.

Inspired by Christian faith and rooted in the teachings, values and spirituality of the Church of England we embrace our core values of love, perseverance and respect where all individuals learn to value themselves and others.

We are committed to setting high standards of achievement within a caring and nurturing learning environment. We aim to provide opportunities for children to develop a curiosity of learning, a thirst for knowledge through play, and an exploration of the world around them.

Intimate Care Policy (Children aged 2-4 Years)

1. Policy statement

Seedlings Nursery & Pre-School is committed to ensuring that all intimate care is carried out in a safe, respectful, and child-centred manner, safeguarding children's dignity and wellbeing always. This policy sets out how we meet children's needs whilst protecting their safety, dignity and privacy. All staff must be familiar with and confident in following this policy, which is shared with parents and carers.

2. Scope and definitions

This policy applies to all staff, students/trainees, volunteers and visitors undertaking intimate or personal care with children aged 2–4 years at Seedlings Nursery & Pre-School.

Intimate care includes:

- changing nappies, underwear, continence pads or sanitary wear
- helping a child use the toilet
- bathing, showering or washing
- providing specialist medical care (e.g. inserting suppositories or pessaries) by suitably trained staff

Personal care tasks may include:

- feeding
- changing outer layers of clothing
- applying or administering external or oral medication in line with the Medicines Policy
- hair care and washing non-intimate body parts
- prompting children to use the toilet

3. Children's rights during intimate care

Children have the right to:

- assistance that respects their privacy and dignity
- feel safe and comfortable with the adults providing their care
- be encouraged to engage in the care procedure, know what's happening and give permission at each stage (as developmentally appropriate)
- have their feelings about the care they receive recognised and respected
- be encouraged and supported to work towards becoming independent where possible

4. Safeguarding and child protection

Providing intimate care involves working with children when they may be particularly vulnerable. Staff must follow Seedlings' Safeguarding & Child Protection Policy and the Designated Safeguarding Lead (DSL) procedures. Any concerns (e.g. disclosures, changes in behaviour, unexplained marks) must be reported immediately to the DSL. Staff must never promise confidentiality and should record and report concerns without delay on CPOMS.

5. Best-practice procedures

The following procedures support safe, respectful intimate care:

- Obtain written parental consent before routine intimate care. At Seedlings this consent form is on Family.
- Explain each step to the child using age-appropriate language and seek assent before touching.
- Provide privacy and dignity in a designated, appropriately equipped area.
- Ensure staff are suitably trained and, where required, two adults are present for moving and handling. If two adults are required, record the reasons.
- Maintain accurate records of all intimate care interactions. Recording care on Family.
- Use appropriate PPE (disposable gloves and aprons) and follow infection control and waste disposal procedures.
- Encourage independence where possible (e.g., self-washing, dressing).
- Keep parents informed, including patterns and any concerns.

6. Intimate care plans (early years)

Seedlings will work with parents/carers to develop an individual intimate care plan for children who require routine support. Plans should include the child's likes/dislikes, routines and support needs and be reviewed regularly in collaboration with parents/carers.

7. Children with SEND, additional needs, medical conditions or disabilities

Where a child has specific intimate care needs, the plan will be agreed with the child (where appropriate), parents/carers and relevant health practitioners. The plan will set out what intimate care is needed, where it will be carried out, and who will provide it. Plans will be reviewed and updated regularly.

8. Roles and responsibilities

- Headteacher/Nursery Manager: ensures compliance, resources, training and oversight; approves plans and reviews incidents.
- Designated Safeguarding Lead (DSL): leads safeguarding response, records concerns, liaises with partners.
- Room Leads/Key Persons: maintain registers, supervise care, complete records and communicate with parents.
- All staff/volunteers: follow this policy, uphold children's rights, report concerns immediately.

9. Training, vetting and safer practice

Staff undertaking intimate care will receive safeguarding and child protection training, health & safety/infection control training, and moving/handling training where required. All staff and volunteers are subject to safer recruitment, including enhanced DBS checks.

10. Recording, confidentiality and data protection

Intimate care records will be completed contemporaneously and stored securely in line with GDPR and Seedlings' Data Protection Policy. Information will be shared only with those who need to know.

11. Review and monitoring

This policy and associated plans will be reviewed annually, or sooner following incidents or changes in guidance. Findings from any incident reviews will inform training and practice updates.

Paula Shaw

A handwritten signature in blue ink that reads "P.M. Shaw". The signature is written in a cursive style and is underlined with a single horizontal line.

Headteacher