



Intimate and Personal Care Policy

September 2026- September 2027

1. Introduction

1.1 The Acorn Childcare Centre is committed to meeting the individual needs of all children, including those with additional inclusion requirements. We will work in partnership with parents/carers to understand and support each child's usual toileting routines. Any difficulties or concerns will be discussed with parents/carers and managed appropriately, with the child's welfare and dignity remaining our priority.

1.2 All staff members have a duty of care towards the children in our setting and will not delay or refuse to change a child when this is required. Staff will respond promptly and appropriately to a child's toileting needs, ensuring that they are treated with dignity, respect and compassion.

1.3 Parents/carers will not be asked to return to the setting to change their child where the child requires assistance from staff. Doing so may constitute unlawful discrimination where the child has a disability or additional needs. Similarly, leaving a child in a wet or soiled condition for any unnecessary period while waiting for a parent/carer to return is unacceptable and may place the child's health, wellbeing and dignity at risk.

1.4 The Centre will ensure that staff are appropriately trained and supported to meet children's personal care needs in accordance with the setting's safeguarding, health and safety, equality and inclusion procedures.

2. Aims:

- To ensure that all children receive appropriate support with their intimate care needs, while maintaining their comfort, dignity and wellbeing always.
- To provide appropriate care and support for each child in partnership with their parents/carers. Where necessary, staff may offer information, advice or signposting to relevant services, such as the health visitor or local children's centre, to access further help and support.
- To respect and maintain the dignity, privacy and individual needs of every child throughout all intimate care procedures.
- To ensure that an appropriate response is always available within the Centre to meet children's intimate care needs, including identified staff who can provide support with toileting or incontinence and suitable equipment where required.
- To ensure that intimate care is provided sensitively, respectfully and in accordance with the Centre's safeguarding, equality, health and safety procedures.

3. The parent:

- Ensure that their child is changed as close as reasonably possible to the time they are brought to the Centre.
- Provide the Centre with an adequate supply of spare nappies, wet wipes, any required creams or ointments, and a complete change of clothing.
- Discuss and agree with the Centre the procedures that will be followed when their child requires changing, including the use of appropriate cleansing products and the application of any cream or ointment.
- Inform the Centre of any existing marks, rashes, skin conditions or other relevant concerns that may affect their child's intimate care.
- Understand and agree to the Centre's 'minimum change' approach, whereby staff will respond to a child's toileting needs as required but will not routinely change a child more frequently than would normally be necessary at home, unless there is a specific need to do so.
- Work in partnership with the Centre and agree to review the child's intimate care arrangements whenever this becomes necessary, particularly if the child's needs change.

4. The Centre:

- Always provide intimate care in a sensitive and respectful manner, maintaining the child's dignity, privacy, comfort and wellbeing always.
- Change the child when they have soiled themselves or become uncomfortably wet. This will be done as soon as reasonably possible following the incident.
- Discuss and agree with parents/carers the child's usual changing routine and any specific intimate care requirements.
- Inform parents/carers if the child becomes distressed during changing or if staff notice any unexplained marks, rashes, soreness or other changes to the child's skin.
- Review the agreed intimate care arrangements with parents/carers whenever this is necessary or when the child's needs change.
- Ensure that an adequate supply of nappies is available for the child. Where a child runs out of nappies supplied by their parent/carer, the Centre may provide additional nappies at a cost of 20p per nappy, where appropriate.

5. Good Practice in Intimate Care:

- Get to know each child in advance, developing an understanding of their individual needs, preferences, moods, and verbal and non-verbal methods of communication.
- Take account of and respect any religious, cultural or personal sensitivities relating to intimate care.
- Speak to the child by name throughout the care process, ensuring they understand that they are the focus of the activity and are treated as an individual.
- Explain clearly and reassuringly what is happening before and during intimate care. Staff will avoid negative comments, criticism or expressions of disapproval, whether verbal or through body language.
- Encourage children, where appropriate and according to their age and abilities, to participate in their own personal care, including attempting to wash intimate areas themselves where they can do so safely.
- Respect a child's preferences regarding their carer and, where reasonably possible, the sequence in which their intimate care is provided.
- Ensure that the changing area or toilet is cleaned and left hygienic after each use.

- Ensure that the intimate care area provides sufficient space, appropriate heating and adequate ventilation to maintain the child's safety, comfort and dignity.
- Wear a protective apron and disposable gloves when changing a child who is soiled.
- Place soiled nappies in a sealed nappy sack and dispose of them in the designated nappy bin. The bin will be emptied and cleaned regularly, in accordance with the Centre's infection prevention and waste disposal procedures.
- Use appropriate cleaning and disinfecting materials to clean surfaces following intimate care.
- Ensure that suitable handwashing facilities are available, including hot or warm running water, liquid soap and paper towels. Staff will wash their hands thoroughly immediately after completing intimate care.
- Ensure that hand sanitiser is available where appropriate, while recognising that handwashing with soap and water is the preferred method following contact with bodily fluids.
- Keep supplies of clean clothes readily accessible so that the child does not need to be left unattended while replacement clothing is obtained.

6. Facilities:

- The Centre does not have facilities for showering children. Where a shower is required, arrangements may be made to use the shower facilities available at the school, subject to appropriate staff supervision and safeguarding arrangements.
- Dedicated areas are provided within each children's room for changing nappies and soiled or wet clothing, ensuring that children can receive intimate care in a suitable environment.
- Handwashing facilities are readily accessible within the Centre and are available for use by children and staff.
- Clean, fresh drinking water is available to children throughout the day.

7. Record Keeping:

- A written record will be maintained in an agreed format whenever a child receives physiotherapy or requires assistance with intimate care.
- Practitioners working in the 0–3 rooms will record details of intimate care provided in the Care Diaries within the child's online learning journal.
- Records will be completed accurately and promptly, while maintaining the confidentiality and dignity of the child.
- Staff will routinely inform parents/carers at collection time of how often their child's nappy was changed during the day and, where appropriate, provide any relevant information about their child's intimate care.
- Any concerns, changes in the child's usual toileting pattern, or observations such as persistent redness, soreness or distress will be communicated to parents/carers in accordance with the Centre's safeguarding and reporting procedures.

8. Child Protection:

- Providing intimate care, including changing nappies or soiled clothing, is a normal part of caring for young children and should not give rise to a child protection concern.
- The Centre recognises the importance of balancing a child's right to privacy and dignity with the need to safeguard and support them appropriately during intimate care.

- Intimate care will be carried out in accordance with the Centre's safeguarding and intimate care procedures, with staff always maintaining professional boundaries.
- A second member of staff will not routinely be required to be present solely because intimate care is being provided. However, staff will follow the Centre's safeguarding procedures and seek additional support where there is a specific concern, identified risk, or where this is considered necessary for the child's or staff member's safety.
- Parents/carers will be informed of the Centre's intimate care arrangements and any specific procedures relating to their child.
- All Acorn staff who are required to work with children will be subject to the appropriate safer recruitment and DBS checking procedures. Staff will also receive appropriate safeguarding guidance and training.
- Any safeguarding concern arising during intimate care will be recorded and reported promptly in accordance with the Centre's safeguarding and child protection procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>September 2024</i> <i>Reviewed September 2025 – SK</i> <i>Reviewed September 2026- SW</i>	<i>Lorna Hodgett</i>	<i>September 2025</i> <i>September 2026</i> <i>September 2027</i>