



**PRIORY SCHOOL**  
EDGBASTON

## **EARLY YEARS INTIMATE CARE POLICY**

### **(STATUTORY)**

<b>Trustee Committee:</b>	Risk and Compliance	
<b>Date Approved:</b>	September 2025	
<b>Next of Review:</b>	September 2028	
<b>Member of Staff Responsible:</b>	Serah Mockbil – EYFS Manager	
<b>Trustee Overseer:</b>	Mr Naik	
<b>Intended Audience:</b>	Employees, Volunteers, Parents and Visitors	
<b>Relevance:</b>	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
<b>Access:</b>	Website	Yes
	Internal	No
	Restricted	No

## Our Mission Statement

**Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.**

**In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.**

**We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.**

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

## EARLY YEARS INTIMATE CARE POLICY

At Priory School, the welfare, wellbeing, security, and development of every child remain our foremost priority. We understand that children may need to be cuddled, held, encouraged, and reassured at times. All staff follow the Intimate Care Procedures to ensure children's basic needs are consistently met in a safe and respectful way.

Intimate care is defined as care tasks of a personal nature. This includes, but is not limited to:

- Washing and nappy changing
- Supporting children with toileting
- Helping children to get dressed or undressed
- Administering first aid treatment where necessary

All staff providing intimate care will have received safeguarding training. First aid treatment will only be administered by a qualified First Aider.

### ***Key Principles***

- Intimate care will be provided primarily by a child's key person wherever possible, to promote trust and security.
- Children's dignity and privacy will be respected at all times.
- Intimate care is recognised as a learning opportunity, supporting children's independence, self-esteem, and understanding of their own needs.
- Staff will encourage children to develop independence in self-care skills (e.g., toileting and handwashing) at a pace that is appropriate to the child's stage of development.
- Staff will follow infection control measures at all times, including wearing gloves, aprons, and using nappy sacks and designated disposal bins.

### ***Safeguarding***

- All staff hold an enhanced DBS check.
- On induction, staff receive training on safeguarding, intimate care procedures, and health & safety requirements. Training needs are regularly reviewed.
- Safeguarding and child protection updates are provided through Inset training days to ensure staff can recognise signs of abuse and follow correct reporting procedures, as set out in the Safeguarding and Child Protection Policy.
- Children will be changed only in designated areas that comply with health, hygiene and safety requirements.
- Staff are never left in situations where they may be vulnerable to allegations. Where possible, staff will ensure another adult is aware when intimate care is being provided.
- Staff are supported by the whistleblowing policy, which encourages reporting of any concerns about unsafe practice.

### ***Working in Partnership with Parents/Carers***

- Parents/carers are expected to provide spare clothing, nappies, or pull-ups according to their child's stage of development.
- No child will ever be made to feel ashamed for wearing nappies/pull-ups or for having toileting accidents.
- Staff will work in partnership with parents/carers to support children's progress with toilet training in a consistent and supportive manner.

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- A care plan will be agreed with parents/carers for children with specific needs (e.g., use of medicated creams).
- Any concerns regarding a child persistently arriving in soiled or wet nappies/pants will be sensitively discussed with parents/carers to ensure the child's comfort and wellbeing are prioritised.

### ***Record-Keeping and Monitoring***

- All intimate care routines (nappy changes, toileting support, accidents) will be recorded on a nappy/toileting chart.
- Soiled clothing will be sealed in a nappy sack and sent home on the child's peg.
- Staff practice is monitored through peer observations and supervision to ensure procedures are consistently applied and of high quality.

### ***Nappy Changing Procedure***

#### ***1. Preparation***

- Wash hands before beginning.
- Wear a clean apron and gloves for each child.
- Gather all necessary items (nappy, wipes, cream if required).

#### ***2. During Changing***

- Place child safely on the changing mat, following correct manual handling.
- Never leave a child unattended on the changing unit.
- Clean the child's intimate area front to back using wipes or parent's preferred method.
- Apply cream if needed (with fresh gloves).
- Place soiled wipes inside the used nappy and seal in a nappy sack. Dispose in the designated yellow nappy bag within the grey bin.
- Fit a clean nappy securely, ensuring comfort and correct positioning. Redress the child appropriately.

#### ***3. After Changing***

- Wipe the changing mat with disinfectant/antibacterial wipes.
- Dispose of apron and gloves appropriately.
- Wash hands thoroughly.
- Record the change on the nappy chart.
- Place soiled clothes in a sealed nappy sack and return to the child's peg.

### ***Inclusion***

- We recognise that children develop at different rates. Some children may still be in nappies or trainer pants on entering Poppets, and others may require ongoing support with toilet training.
- Nursery and Reception children may still have occasional accidents. These will be managed calmly and sensitively, with reassurance provided at all times.
- No child will ever be discriminated against, excluded, or treated less favourably due to their toileting needs.

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### ***Monitoring and Review***

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council