

Rathmore Primary School and Nursery



Intimate Care Policy

Date Ratified:	May 2026
Date of Review:	May 2027

This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

Intimate Care Policy

Article 3

The best interests of the child must be a top priority in all actions concerning children.

All staff provide intimate care to children as required and all staff have completed Child Protection Training. The school has a Staff Code of Conduct in place and staff will undertake their duties in a professional manner at all times. No child should be attended to in a way that causes distress or pain.

One of the main aims of pre-school education is to promote independence and toileting is an important part of becoming independent. If children are not fully toilet trained when they are due to start Nursery please speak to a member of staff. It is important parents have this conversation with the teacher during their August consultation so that a personalised plan can be created.

When a child has a fully diagnosed medical or additional need which impacts toileting the Nursery teacher will liaise with parents and health professionals to make reasonable adjustments to enable Nursery attendance as appropriate.

To promote self-help skills and independence, children will be encouraged to toilet independently. However, there may be times when children will need adult support with changing and care. Parental consent for this will be sought prior to the settling in process and this consent permits staff to assist children as necessary.

All intimate care support will be recorded by the staff member who attends to the child and parents/carers will be made aware of any clothing changes. The school maintains a supply of clothes whereby a child can be changed and made comfortable. Should a child be badly soiled, home will be contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

Staff Code of Conduct

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. The following procedures must be observed at all times:

a) Only children whose parents have given permission for them to be changed may be changed. The parent/carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly cited for all staff to check.

b) Due to difficulty supervising the rest of the class, two members of staff will not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child.

c) To provide visual access, the bathroom door should always remain open.

d) While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.

e) Staff must wear disposable gloves and an apron when changing a child.

f) Children should be encouraged to remove the clothes to be changed by themselves, where possible.

g) If required, children will be given a wet wipe to freshen themselves. Staff may assist the child if needed/asked.

h) Children should be encouraged to dress themselves with help being given, when necessary.

i) A note of the change must be entered on the staff record sheet and signed by the staff member. Wet/soiled clothes will be sent home and the parent/carer informed at the close of the session.

j) A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible. Where intervention is necessary, the other member of staff should be alerted, and the record sheet signed by the staff member on completion.

k) Should a child be heavily soiled and in need of a full wash, home should be contacted and the child should be collected and taken home from school to be made more comfortable.

If children need changed because of messy play or water play the same procedures will be followed.