



**BICKLEY PARK
SCHOOL**

EYFS Intimate Care Policy

Policy Review & Update Process			
Member(s) of SLT responsible for update		Jonathan Poole	
Sub-Committee responsible for review		Buildings, Health and Safety	
ISBA template policy?		No	
Last Updated	May 2026	Updated by	TQ
Last review	November 2025	Next review	November 2026

***Bickley Park School** (DfE number 305/6002) is a member of the Sevenoaks Family of Schools and legally part of Sevenoaks School, a company limited by guarantee (4908949) and a registered charity (1101358) with a registered office at Sevenoaks School, High Street, Sevenoaks, Kent TN13 1HU. Any reference to governors, the governing body or the chair of governors refers to the governing body of Sevenoaks School. Any reference to local governors refers to the non-executive members of the Bickley Park School Local Advisory Board.*

Contents

Introduction	3
Aims	3
Definition of Intimate Care	3
Intimate care tasks specifically identified as relevant include	3
Definition of Personal Care.....	3
Personal care tasks specifically identified as relevant include.....	4
Toilet Training	4
Requirements necessary whilst changing children	4
Safeguarding	5
Health and Safety.....	5

Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play
- When a child requires support and assistance changing for physical activities.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within Bickley Park School EYFS Department.

Aims

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

Definition of Intimate Care

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body’

Intimate care tasks specifically identified as relevant include

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.
- application of medical treatment, other than to arms, face and legs below the knee

Definition of Personal Care

‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’

Personal care tasks specifically identified as relevant include

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing) • washing non-intimate body parts
- prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect.

Staff involved with intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

Toilet Training

Starting at Bickley Park, staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
- in need of additional support due to development delays.
- has SEND and requires help with some or all aspects of their personal care.

Requirements necessary whilst changing children

The provision of;

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- bin

EYFS INTIMATE CARE POLICY

- a supply of spare underwear, clothing, and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

Safeguarding

At Bickley Park we will;

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- be aware of any recording requirements of toileting of pupils.
- follow procedures and guidelines for intimate care
- carry out a risk assessment of the toileting process and areas used
- consider if a child soils themselves then what additional support the child and staff may need
- encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the child as far as possible in his or her own intimate care
- ensure staff are familiar with BPS's safeguarding policy including the section on allegations against staff.
- ensure other members of staff are aware that intimate care of a child is taking place and be within sight or sound
- ensure all staff are up to date with their safeguarding training

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the Pre-prep Head, Jon Poole.

Health and Safety

This should include:

- staff to wear disposable gloves whilst changing a child
- soiled clothing or underwear to be disposed of appropriately
- toilet areas to be left clean
- hot water and soap available to wash hands as soon as changing is done
- paper towels are available to dry hands.