

# **Low Road and Windmill Music Federation and Windmill Daycare**



**Low Road and Windmill  
Music Federation**

## **Policy for Intimate Care in EYFS**

**September 2026**

## EYFS Policy for Intimate Care and Toileting

### Our Aim:

At Low Road and Windmill Music Federation we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Due to the developmental stages of the children that we work with, we support their personal care needs by reminding the children to go to the toilet, hand washing etc. to develop their independence. As outlined in the Early Years Foundation Stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

From time to time, some children will have accidents and need to be attended to. We support children sensitively and with dignity in this matter and parents are notified discreetly at the end of the day. Parents are asked to supply a bag of clean clothes for their child in a drawstring bag to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return these as soon as possible.

## Implementation:

### Staff training

**All** staff are responsible for intimate / personal care of children unless agreed otherwise by a member of SLT. All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). Employed adults are DBS checked. For very specific intimate care procedures training will be given to staff where relevant. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

## Intimate care / Personal Care Plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis. The Key Persons in Nursery will deal with these issues.

## Practice

The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene. The early years toilet area and changing room are

used to attend to a child's needs and every effort is made to ensure privacy and modesty. One member of staff carries out most procedures and they will alert another staff member when using the changing room. However, careful consideration is given to the child's individual circumstances and needs to determine how many practitioners might need to be present when a child needs help with intimate care. If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

## Changing a nappy or dealing with bodily fluids

Adults must wear a clean disposable apron and gloves each time a child is changed and hands washed thoroughly afterwards. Whilst changing, children's skin is cleaned with a disposable wipe and creams applied if needed. Dirty nappies / pull ups, gloves, aprons and wipes are disposed of into a nappy sack before being placed in a hygiene bin. This bin is emptied at the end of each day. We dispose of our waste in accordance with the Department of Health and Leeds City Council.

## Health & Safety

- The member of staff changing a child will always tell other staff before they go into the changing room.
- The door will always be left un-locked.
- Soiled nappies will be double wrapped and placed in a bin with a lid.
- The changing areas will be cleaned after use.
- Warm water and liquid soap will be available to wash hands as soon as the task is completed.
- Paper towels will be available for drying hands.
- If a child who does not usually require changing has an accident, their parent/carer will be called before changing to acquire parents/carer permission.

## Working with parents

Delayed continence may be linked with delays in other aspects of a child's development and will benefit from a planned programme worked out in partnership with the child's parents/carer, and possibly the health visitor.

We aim to meet with the parents and at this meeting, we will discuss:

- The nature of the child's difficulties and possible causes
- How the parent manages the situation at home
- Preference in terms of practical care, e.g. use of water or baby wipes
- Preferred method of toilet training
- How we are going to develop a consistent approach at home and in nursery/school

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

## Child Protection and Intimate Handling

- Safeguarding and Child Protection policy – a copy can be downloaded from our website, or a hard copy is available from the school office
- Intimate care policy - a copy of this is available on our website, or from the school office
- Parents must understand that changing a child's nappy will involve intimate handling
- One member of staff (DBS checked) would change the child.
- No volunteers or students will change a child.
- All staff are encouraged to be vigilant for any signs or symptoms of improper practice.
- All staff should be made aware of procedures to follow if a complaint is made against a member of staff.

## Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. The SENCO coordinates this approach.

## Monitoring and Review

It is the responsibility of all of the staff in EYFS and the wider school. The Head of EYFS will carry out monitoring of the policy.

The policy will be reviewed before the start of each new academic year.

A .Swan – EYFS Leader

Review: September 2027