

Community Pre-schools Privacy During Intimate Care Policy

This policy outlines the principles, procedures, and safeguards that guide staff in the provision of intimate care, ensuring respect for children's rights, cultural values, and individual needs.

This policy is designed to ensure that all intimate care carried out at Community Pre-schools is undertaken in a way that maintains the privacy, dignity, and safety of every child. The school recognises that intimate care is a sensitive aspect of early childhood provision, requiring high standards of professionalism, empathy, and safeguarding.

- All children are entitled to privacy, dignity, and respect during any procedure of intimate care.
- Staff involved in intimate care tasks will be appropriately trained and supported, and their conduct will be governed by robust safeguarding procedures.
- The views, needs, and preferences of the child and their parent(s) or carer(s) will be central to planning and delivering intimate care.
- Procedures will accommodate cultural, religious, and individual requirements wherever practicable.
- All incidents of intimate care will be conducted in accordance with safeguarding and child protection policies.

Definitions

Intimate care covers any personal care activity which involves physical contact, such as:

- Nappy changing
- Assisting with toileting or continence needs
- Changing clothes
- Cleaning after accidents (e.g., soiling, vomiting)
- Assisting with personal hygiene (e.g., washing hands, faces, or applying cream)

Respect and Dignity

Every child must be treated as an individual. Staff will listen to children's concerns and preferences and act in a manner that protects their dignity at all times. Staff will use respectful language and explain procedures to children, offering reassurance and comfort.

Privacy

Procedures must allow children privacy, balanced with the need for safeguarding. Wherever possible, intimate care will be carried out in designated, private areas. Children will be encouraged to do as much for themselves as possible, and only the minimum necessary staff will be present.

Consent and Communication

Children's opinions and wishes are valued. Staff will seek the child's verbal or non-verbal consent before and during intimate care, making sure to explain each step in age-appropriate language. Parents and carers will be informed about the school's intimate care policy and procedures upon admission.

Safeguarding and Child Protection

All staff must be vigilant to signs of distress, discomfort, or abuse. Any concerns that arise during the provision of intimate care must be reported in line with safeguarding and child protection policies. All intimate care procedures will be recorded and monitored.

Staff Training and Guidance

- All staff engaged in intimate care tasks must receive appropriate training, including safeguarding, health and safety, and manual handling.
- Staff must have an enhanced background check before being allowed to undertake intimate care duties.
- Staff are encouraged to seek guidance from senior staff if they are unsure about a procedure.

Environment and Facilities

- Designated areas should be clean, well-equipped, and private, with appropriate facilities for nappy changing, toileting, and handwashing.
- All equipment and surfaces must be cleaned and disinfected before and after use.
- Personal protective equipment (PPE) such as gloves and aprons must be used as necessary.
- Supplies such as wipes, spare clothing, and disposal units must be readily available.

Staff Conduct and Good Practice

- Staff should encourage children to be as independent as possible, providing support only as necessary.
- Language used during intimate care should be supportive, calm, and age-appropriate, avoiding any language or behaviour that could cause embarrassment or distress.
- Staff should record all intimate care provided, including date, time, and details of the procedure, keeping records secure and confidential.
- If a child becomes distressed or objects to care, staff must stop and seek guidance from a senior member of staff.
- Staff should never conduct intimate care in complete isolation—doors should never be locked, and visibility should be maintained as appropriate.

Parental Involvement and Communication

- Parents will be informed of this policy upon enrolment and may request a copy at any time.
- Intimate care plans will be developed for children with specific needs, in consultation with parents or carers.
- Parents will be notified of any incidents, accidents, or concerns related to intimate care as soon as practicable.
- Parents are encouraged to share any cultural or religious practices that may affect intimate care routines.

Confidentiality

- All information relating to a child's intimate care needs and procedures is confidential and will only be shared on a need-to-know basis.
- Records of intimate care are securely stored and only accessible to authorised personnel.

Dealing with Incidents and Concerns

- Any concerns regarding inappropriate behaviour, discomfort, or distress observed during intimate care should be recorded and reported immediately to the designated safeguarding lead.
- Staff are encouraged to document and discuss any unusual incidents, injuries, or changes in a child's behaviour following intimate care.
- All complaints regarding intimate care will be handled in accordance with the school's complaints policy.

Responsibilities

Staff

- To follow this policy at all times.
- To treat every child with respect and dignity.
- To maintain high standards of hygiene and safety.
- To report and record any concerns promptly.

Managers and Leaders

- To ensure all staff are trained and confident in intimate care procedures.
- To provide appropriate facilities and resources.
- To safeguard children and staff by monitoring practice and addressing any issues.

Parents and Carers

- To communicate openly with the school about their child's needs and preferences.
- To provide relevant information and consent for care plans as needed.

Review and Monitoring

This policy will be reviewed annually or sooner, if necessary, in line with changes to legislation, guidance, or best practice. Feedback from staff, parents, carers, and children (where appropriate) will be sought to ensure the policy continues to reflect the needs of the community and the highest standards of care.

Legislation and Guidance

This policy aligns with relevant UK and international regulations and best practice, including:

- Children Act 1989 and 2004
- Equality Act 2010
- Working Together to Safeguard Children (latest edition)
- Health and Safety at Work Act 1974
- GDPR and Data Protection Act 2018
- Ofsted Early Years Inspection Handbook