



Pre-Prep Intimate Care Statement

Statement of Intent

Our Pre-Prep and Nursery believes in developing positive and caring attitudes in our children. Our Intimate Care Policy is part of our collective pastoral care policies and Safeguarding.

This policy is in line with 'Keeping Children Safe in Education' and 'Safeguarding in Schools'. Also, with our school 'Code of Conduct'.

It is our intention to develop independence in each child, however there will be occasions when help is required. The principles and procedures apply to everyone involved in the intimate care of children.

Sevenoaks Prep School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain and adults and staff must be sensitive to each child's individual needs.

What is intimate care?

'Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do'.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled him / herself
3. Assisting with toileting issues
4. Supervising a child involved in intimate self-care
5. Providing first aid assistance
6. Providing comfort to an upset or distressed child
7. Feeding a child
8. Providing oral care to a child
9. Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided. *
10. Assisting a child with the application of sun cream

* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam.) Parents have the responsibility to advise the school of any known intimate care needs relating to their child

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has a right to be safe

Every child has the right to personal privacy

Every child has the right to be valued as an individual

Every child has the right to be treated with dignity and respect

All children have the right to be involved and consulted in their own intimate care to the best of their abilities

All children have the right to express their views on their own intimate care and to have their views taken into account

Every child has the right to have levels of intimate care that are appropriate and consistent.

Assisting a child to change their clothes

This is more common in the EYFS – our Nursery and Reception classes.

On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given wearing PPE if desired.

If a child has a second incident within a single session and staff are concerned that they child may be unwell, parents will be called for collection.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing.

Children will be given the opportunity to change in private, unless the child is in such distress that it is not possible to do so.

If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

Changing a child who has soiled themselves.

If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school (wearing PPE if required), or request the parent/carer to collect the child for changing.

If an incident occurs a second time within a session, and staff thinks this may be an indication of the child being unwell, parents will be called for collection.

Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable.

In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout.

The following guidelines outline our procedures but we will also seek to make age-appropriate responses:

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- Children who have accidents regularly, may be asked to have spare clothes on their peg, provided by parents.

- When assistance is required, staff should ensure that another appropriate adult is in the vicinity.
- The IC record will be completed. The EY DSL (Louisa Rowland) will regularly check for patterns and irregularities.
- The child is to be changed as soon as possible within a member of staff noticing the need to do so.
- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.
- Parents will be contacted as soon as it is practical to do so.

A note for staff: In the instance when the children are being taken out of the Pre-Prep (PE, library, ballet, lunch) - a change of clothes and wipes should be taken if there is the likelihood that an accident may occur.

Basic hygiene routines

Staff must wear PPE when undertaking IC: apron and protective disposable gloves. Masks are available if staff wish to wear them.

Seal any soiled clothing in a plastic bag for return to parents.

Providing comfort or support to a child

There are situations and circumstances where children seek physical comfort from staff (particularly children in EYFS). This should be avoided for safeguarding and the spread of illness.

If this is unavoidable, staff need to be aware that any physical contact must be kept to a minimum. When comforting a child or giving reassurance, staff must ensure that at no time can the act be considered intimate. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

If a child touches a member of staff, as noted above, this should be discussed, in confidence with the EY DSL (Louisa Rowland).

Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.

Parental permission must be given before any medication is dispensed in school.

A small number of children will have significant medical needs and will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, school staff will receive appropriate training.

In the instance that a child has to have an inhaler administered, the child is able to receive one to one care for the duration of that treatment.

School Responsibilities

All members of staff working with children have a current DBS. This includes students on work placement and volunteers who may be left alone with children. Vetting includes criminal record checks and two references.

Only those members of staff who are familiar with the intimate care policy and other Pastoral Care Policies of the school are involved in the intimate care of children.

Where anticipated, intimate care arrangements are agreed between the school and parents and, when appropriate and possible, by the child.

Consent forms are signed by the parent and stored in the child's file. Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately. The views of all relevant parties should be sought and considered to inform future arrangements.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the EY DSL (Louisa Rowland) or DSL (Helen Cook).

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff.

1. Involve the child in the intimate care. Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation. Care should not be carried out by a member of staff working alone with a child.
3. Make sure practice in intimate care is consistent. As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
5. Promote positive self-esteem and body image. Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
6. If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to the EY DDSL or the DSL (Louisa Roland / Helen Cook)
7. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated teacher and to the EY DDSL or DSL.
8. Report and record (on CPOMS) any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept on electronic file via CPOMS .

Working with Children of the Opposite Sex

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a woman. The intimate care of boys and girls can be carried out by a member of staff of the opposite sex with the following provisions:

When intimate care is being carried out, all children have the right to dignity and privacy, i.e. they should be appropriately covered, the door closed or screens/curtains put in place.

If the child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. Try to ascertain why the child is distressed and provide reassurance

Report any concerns to the DSL and make a written record via CPOMS.
Parents must be informed about any concerns.

Communication with children

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, eye pointing, etc. To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect.

Intimate Care

What is intimate care?

‘Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do’.

At Sevenoaks Prep, we take your child’s safeguarding, well-being and pastoral care very seriously.

There are occasions where we may need to perform intimate care on your child. The most likely instance being assisting with toileting issues.

We recognise that this is more likely in the Nursery and Kindergarten years, but want to ensure all children are cared for.

Please could you sign this form to give permission for this care.

Child’s Name: _____

I agree that staff at Sevenoaks Pre-Prep may perform intimate care on my child should it be required.


Parent signature: _____


Date: _____


Many thanks.



Appendix 2

Intimate Care Record

 wet change

 soil change

 help with wiping

Name of child	Date	Care performed	Staff involved
		  #2	EI B FL RD EB LL JD AW JB Other:

Monitoring and review

Updated: November 2025
Review date: November 2026
Helen Cook

