

# Little VIPs Intimate Care Policy



LOWTHER ENDOWED SCHOOL  
& LITTLE VIP'S DAY CARE



## Policy Statement

At Little VIPs Day Care we are committed to ensuring that all children's intimate care needs are met in a safe, respectful and dignified manner. We recognise that intimate care is an essential part of children's wellbeing and development, and we aim to support children in a way that promotes their independence, privacy and self-esteem.

We follow the Statutory Framework for the Early Years Foundation Stage (EYFS 2025) and safeguarding guidance to ensure that all intimate care routines are carried out safely and appropriately, protecting both children and staff.

## Definition of Intimate Care

Intimate care includes any care which involves washing, toileting, nappy changing, supporting children with dressing, or attending to personal hygiene needs. It may also include supporting children following accidents or assisting children with additional needs.

## Principles

At Little VIPs we ensure that children's dignity and privacy are always respected during intimate care routines. Children are supported sensitively and encouraged to develop independence in line with their age and stage of development.

Children are never left unattended during intimate care, and care is usually carried out by a familiar member of staff, such as the child's key person. Clear procedures are followed at all times to safeguard both children and staff.

## Partnership with Parents

We work closely with parents to ensure that children's individual care needs are understood and met. Parents provide nappies, wipes and any creams required for their child, and all items must be clearly labelled.

Information about children's routines, preferences and any specific requirements is shared and recorded, and regular communication ensures consistency between home and nursery.

Where children require additional support, an individual intimate care plan will be agreed with parents and, where appropriate, other professionals.

## Nappy Changing Procedures

We follow strict hygiene and safeguarding procedures when changing nappies. Staff wear appropriate Personal Protective Equipment (PPE), such as gloves and aprons, for every nappy change and wash their hands before and after each procedure.

Children are changed in designated areas which are safe, clean and separate from food preparation and play areas. Changing mats are cleaned and disinfected after each use, and disposable coverings are used where appropriate.

Soiled nappies are disposed of hygienically using appropriate nappy disposal systems, and all equipment is kept out of children's reach.

Nappies and wipes are provided by parents and must be clearly labelled to prevent cross-contamination.

Children are never left unattended during nappy changing, and staff ensure they have all necessary equipment before beginning the procedure.

## **Promoting Dignity and Privacy**

We respect children's privacy at all times. Intimate care is carried out in a way that balances privacy with safeguarding.

We use privacy screens where appropriate to support children's dignity while ensuring that staff remain visible to others. Staff communicate with children throughout, explaining what is happening and gaining cooperation in an age-appropriate way.

## **Safeguarding and Staff Conduct**

All staff at Little VIPs are trained in safeguarding and understand their responsibility to protect children at all times. Staff are vigilant to any signs of abuse, including unusual marks, injuries or behaviours observed during intimate care routines.

Any safeguarding concerns will be reported immediately to the Designated Safeguarding Leads (DSLs), Michelle Clark and Hayley Fassam, in line with the school and nursery's Safeguarding and Child Protection Policy.

All concerns, disclosures and incidents are recorded securely using CPOMS, ensuring accurate, confidential and timely record keeping.

Intimate care routines are carried out in a way that protects both children and staff. These routines do not take place behind closed doors, and staff maintain professional boundaries at all times.

The use of mobile phones, cameras or recording devices is strictly prohibited within toileting and intimate care areas.

Staff understand that intimate care is a safeguarding-sensitive activity and are supported through training and supervision to carry out these duties safely.

## **Health and Hygiene**

High standards of hygiene are maintained at all times. Staff follow infection control procedures, including effective handwashing and the correct use of PPE.

All equipment is cleaned regularly, and environments are maintained to prevent the spread of infection.

## **Toilet Training**

We support children in developing independence with toileting in partnership with parents. Toilet training is approached sensitively and consistently, respecting each child's readiness and individual needs.

Children are encouraged but never forced to use the toilet, and accidents are managed calmly and supportively.

## **Supporting Children with Additional Needs**

Where children require additional or specialist intimate care, we will work closely with parents and relevant professionals to ensure appropriate arrangements are in place. Staff will receive specific training where required, and individual care plans will be implemented.

## Staff Support and Responsibilities

Staff are supported to carry out intimate care routines safely and confidently. Risk assessments are in place to ensure safe practice, including for staff who may require adjustments.

Students or unqualified staff will only carry out intimate care under appropriate supervision.

## Policy Review

This policy will be reviewed annually or sooner if guidance changes. Practice is monitored through supervision, observations and regular reviews to ensure that procedures are followed effectively.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
April 2026	Hayley Fassam – Nursery Manager	April 2027