COWORTH FLEXLANDS
Prep School & Nursery
Inspiring Minds, Nurturing Spirit

Intimate Care

1. Policy Statement

Coworth Flexlands School is committed to safeguarding the well-being of pupils and staff. All staff who work with young children realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs, avoiding and minimising risk – not only risk of abuse to children but also risk of allegation against those who are working with them.

This policy applies to all members of our school community, particularly those in our EYFS setting. In line with our Provision of Information Policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following School Documents:

- Safeguarding Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Accessibility Plan
- First Aid and Administration of Medicines Policy
- Supporting Pupils with Medical Needs Policy

Coworth Flexlands School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy has been written with reference to:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- EYFS Statutory Framework 2026
- Equality Act 2010
- United Learning safeguarding expectations and procedures

This document is reviewed annually by the Deputy Head and Local Governing Body, or as events or legislation change requires. The next scheduled date for review is March 2027.

2. Key Personnel

The Head, Nicola Cowell, the Deputy Head, Joe Yates, the Assistant Head Amanda Engley, the Director of Studies, Claire Glover, and the Business Manager, Kerry Webb of Coworth Flexlands School are responsible for overseeing the procedures of this policy.

3. Definition

Intimate care is defined as:

> Care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

4. Guidelines

- Children's dignity will be preserved, and a high level of privacy will be adhered to at all times.
- Staff who provide intimate care are aware of child protection issues. Staff behaviour is open to scrutiny and staff at Coworth Flexlands School work in partnership with parents, carers and

Governors to provide continuity of care to the children under their supervision both during school hours, outings and residential trips away.

- Staff deliver a full personal safety curriculum as part of Personal, Social and Health Education, to all children as appropriate to their age and developmental level and degree of understanding.
- Coworth Flexlands is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner.
- Coworth Flexlands recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
- Gloves must always be worn if there is a possibility of contact with bodily fluids.
- Physical contact should be limited to that which circumstances dictate and not prolonged, as this can be misconstrued.
- If a staff member needs to see a child alone, the door will remain open, or another adult will be in the vicinity, and the child will be aware of this.
- Staff members should not invade a child's privacy whilst toileting; a child's dignity is of paramount importance; just let them know to call if they need assistance.
- All children who require intimate care are always treated respectfully.
- In Nursery and Reception records are kept when intimate care is given such as nappy changing and incidents of wetting and soiling. The member of staff providing any necessary intimate care will record which child they attended to and sign and date the record sheet.
- Staff will encourage each child to do as much for themselves as they can. Individual intimate care plans may be drawn up for particular children as appropriate to suit the circumstances of the child. If the child is in Years 1 to 6, when children are expected to be independent with their toileting, then these plans will include a risk assessment to address issues such as moving and handling, personal safety of the child and carer and health.
- Should a child in Years 1 to 6 require unforeseen intimate care, such as for illness, then the member of staff providing the care will record it on CPOMs.

- The School will work in partnership with parents when intimate care arrangements are required on a regular basis. Care plans will be discussed and agreed with parents and reviewed periodically.

<u>The Protection of Children</u>

- The Child Protection Policy and Procedures will always be accessible to staff and adhered to.
- Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about changes in behaviour of a child or a member of staff, they will immediately report their concerns to the DSL.
- If a child becomes distressed or unhappy about being cared for by a member of staff, the matter will be investigated, and outcomes recorded by the Head and Child Protection Governor.
- Safeguarding training is updated at least every three years for staff and every two years for DSLs. The school will provide additional training for staff when required and staff receive regular safeguarding updates in addition to formal training.
- Staff who may be required to provide intimate care will receive appropriate guidance and training regarding safeguarding, dignity, privacy, recording procedures and supporting pupils with medical or SEND needs.

Document Log

Reviewed by	Amanda Engley
Role	Assistant Head and Head of EYFS
Review schedule	Annually
Date Authorised	October 2026
Reason for review	Annual check
Review Date	October 2027