



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

INTIMATE CARE POLICY

Policy Statement

At our setting, we are committed to safeguarding and promoting the welfare, dignity, and independence of all children. Intimate care is provided only when necessary and in a way that respects the child's privacy, rights, and individual needs.

We recognise that intimate care can be a sensitive aspect of care and must be handled with professionalism, sensitivity, and respect at all times.

Definition of Intimate Care

Intimate care includes any care task that involves:

- Assisting with toileting
- Changing nappies or soiled clothing
- Supporting personal hygiene (e.g. wiping, washing)
- Assisting with dressing/undressing
- Any care involving close physical contact in private areas

Principles

All staff must follow these key principles:

- Always respect the child's dignity and privacy
- Encourage independence wherever possible
- Gain consent (verbal or non-verbal depending on age)
- Ensure care is child-centred and responsive to individual needs
- Maintain confidentiality at all times
- Promote safeguarding and protect against harm or allegations

Safeguarding Considerations

- Intimate care must never be carried out in a way that may be perceived as abusive
- Staff must remain vigilant for any signs of distress, discomfort, or safeguarding concerns
- Any concerns must be reported immediately following safeguarding procedures
- Staff must follow the setting's safeguarding policy (as outlined in your existing safeguarding pack)

Staffing and Ratios

- Wherever possible, intimate care should be carried out by a consistent member of staff
- Two adults should be aware that intimate care is taking place (where possible and appropriate)
- The child's key person should take responsibility where possible

Procedures

When carrying out intimate care:

1. Explain the process to the child in an age-appropriate way
2. Ensure the environment is private but not fully closed off (e.g. door slightly open or visible policy followed)
3. Gather all necessary equipment beforehand
4. Use appropriate hygiene practices (gloves, aprons, handwashing)
5. Support the child sensitively and respectfully
6. Record the care provided (if required by your setting procedures)

Partnership with Parents/Carers

- Parents/carers must be informed of the setting's intimate care procedures
- Consent should be obtained where appropriate (especially for ongoing support)
- Any changes in a child's needs must be communicated
- Parents are encouraged to support independence at home

Individual Care Plans

For children requiring regular intimate care:

- An individual care plan must be developed
- This should be agreed with parents/carers
- It must outline:
 - The child's needs
 - Agreed support methods
 - Any medical or cultural considerations
- Plans should be reviewed regularly

Health and Safety

- Staff must follow hygiene procedures at all times
- Appropriate PPE (gloves, aprons) must be used
- Waste must be disposed of correctly
- All equipment must be cleaned after use

Training

- All staff must receive safeguarding training
- Staff will be trained in appropriate intimate care procedures
- Staff must understand professional boundaries

Allegations and Concerns

- Any allegation or concern must be reported immediately in line with safeguarding procedures
- Accurate records must be kept
- The safety and wellbeing of the child is paramount

Monitoring and Review

This policy will be reviewed annually or in line with updates to EYFS or safeguarding legislation.

This policy was adopted by	The Butterfly Rooms (Incorporating Woodlands) Ltd
On	04 th June 2026
Date to be reviewed	04 th July 2027
Signed on behalf of the Management committee	A.Thompson
Name of signatory	Miss Aimee Thompson