



Toileting and Intimate Care Policy

Policy written by:	Policy date:	Review date:	Governing Body approval date:
K Corr	March 2024	March 2026	March 2026

As a whole-school community, we take children's rights seriously and use the Convention on the Rights of the Child (CRC) as a framework for much of what we do. This policy is written with this in mind and reflects our commitment to being a Rights Respecting School.

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1. Statement of intent

At Clavering Primary School, we are committed to making our school a safe and inclusive place for all our pupils and believe that all children should be able to reach their full potential. We aim to support all our pupils to enable them flourish academically, socially and emotionally. We take the health and wellbeing of our pupils seriously and recognise our responsibility in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against. Although the vast majority of children are able to manage their own toileting needs competently before they start school, some may need to be assisted with intimate care as a result of their age, medical needs / illness or due to having SEND. This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties professionally and treat children with sensitivity and respect at all times. In all cases, effective safeguarding procedures are paramount. The toileting and intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for children and their families the support they can expect from school.

2. Legal framework

This policy considers relevant legislation and guidance, including, but not limited to, the following:

- DfE (2023) 'Keeping children safe in education'
- The Children and Families Act 2014
- The Education Act 2011
- The Health Act 2006
- The Equality Act 2010

This policy will be implemented in conjunction with the following policies:

- Supporting Pupils with Medical Conditions Policy
- Child Protection Policy
- Supporting Pupils with Medical Conditions Policy
- Whistleblowing Policy
- EYFS Policy

3. Definitions

For the purpose of this policy, 'intimate care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene that demand direct or indirect contact with a child.

Intimate care may involve one of the following:

- cleaning a child who has wet or soiled themselves;
- changing nappies, incontinence pads or medical bags, such as colostomy bags;
- cleaning a child who has vomited on themselves;
- supporting a child in school with dressing/undressing;
- assisting a child requiring medical care, who is not able to carry this out unaided;
- assisting in toilet issues;
- washing intimate parts of the body;
- comforting an upset / distressed child.

4. Partnership with parents and carers

The child's class teacher works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. Parents are responsible for liaising with the school about their child's toileting and intimate care, and will be referred to the school's toileting and intimate care policy, if required. If a child regularly needs to be changed during the school day, we ask parents/carers to provide a change of clothes, spare underwear and wet wipes.

5. Roles and responsibilities

The headteacher will:

- ensure intimate care is carried out professionally and sensitively at all times;
- organise relevant training for the provision of intimate care.
- ensure that the intimate care of all children, including SEND, is carefully planned, with input from the SENDCO and in liaison with parents, carers and the child.
- establish effective partnerships and communication with parents with regards to the intimate care for their child.
- deal with any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

All members of staff who provide intimate care will:

- complete relevant training for the provision of intimate care (if deemed appropriate).
- carry out intimate care respectfully, sensitively and in line with the guidelines outlined in this policy, maintaining dignity and maximising the child's safety and comfort at all times.

6. Procedures for intimate care

When intimate care is given, the member of staff should ask if the child is happy to be changed and explain clearly what is going to happen. If a child is wearing a nappy, they will be changed in the disabled toilet where a changing mat is available. For nursery and Reception children who are in pull ups or have wet or soiled their underwear will be changed in the EYFS toilets. Children in KS1 or KS2 will be changed in the disabled toilet. There must be 2 members of staff present. Staff should encourage children to do as much for themselves as they can and offer lots of praise and encouragement. Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks and a disposable apron, if required. The changing area will be cleaned appropriately before use and will be private from others. The member of staff and

child will wash their hands and dry on disposable towels before and immediately after completing the intimate care procedure. Soiled underwear and clothes will be placed in a tied / sealed bag to take home at the end of the school day or disposed of appropriately, if necessary. Used nappies will be placed in the school's nappy bins to be professionally disposed of. On completion, a member of staff will record the name of the child, the date and time and both staff members will sign the 'Record of Children Changed' form (see Appendix 1). Parents/carers will be informed if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively. In the event that a child is so soiled that they cannot be cleaned in school, parents / carers will be contacted to collect their child so they can have a bath/shower at home. We will endeavour to clean the child as much as possible and provide them with clean clothes to go home in, if possible. If a child is using nappies or pull ups, they must have a clearly labelled bag containing a supply of nappies, wipes, nappy sacks and any other individual changing equipment necessary. It is a parent / carers responsibility to ensure the bag replenished. Once children are ready to use the toilet, they will be encouraged and reminded to try at regular intervals. No child will knowingly be left in wet/soiled clothing or nappies.

7. Health and safety

Staff should always wear gloves when carrying out any intimate care, and an apron when dealing with a child who is bleeding, soiled or when changing a soiled nappy or medical bag. Any soiled waste should be placed in a polythene waste bag and sealed. This bag should then be placed in a lined bin which is specifically designed for the disposal of such waste. Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so and will carry out the procedure in accordance with the Supporting Pupils with Medical Conditions Policy. The changing area or toilet will be left clean and hands will be washed with soap and hot water. Paper towels will be available to dry hands.

8. Safeguarding

Members of staff who have an enhanced DBS certificate with a barred list check are permitted to undertake intimate care duties. Each pupil's right to privacy will be respected. Any concerns about physical changes to a pupil's presentation, such as marks or bruises, will be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead immediately. The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures. Staff members working directly with children will receive safeguarding training as part of their induction and on an annual basis, in line with the Child Protection and Safeguarding Policy. Child protection and safeguarding updates will be provided as and when required.

9. Monitoring arrangements

This policy will be reviewed and approved by the governing body and the headteacher every 2 years.

At every review, the policy will be shared with the governing body.

The next scheduled review date for this policy is March 2026.

Appendix 1



Record of children changed

Any child requiring a change of clothing must be accompanied by two members of staff at all times. Details of which must be recorded below.



Name of child	Date	Time	Action	Adult 1	Adult2
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed:
				Name: Signed:	Name: Signed: