

# Hamstead Primary School

## Intimate Care and Toileting Policy



Adopted: September 2025

Review: September 2026

## **Introduction**

At Hamstead Primary School, we believe all children have the right to be safe and to be treated with dignity, privacy and respect, and to be able to access all aspects of the education curriculum.

## **Aims:**

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

## **Definition of Intimate Care:**

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body’

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

## **Definition of Personal Care:**

‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

## **Basic principles**

Children and young people’s intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life. It is essential that every child/young person is treated as an individual and that care is given as gently and as sensitively as possible. The child/young person should be encouraged to express choice and to have a positive image of his/her body. For staff, one adult completing nappy change with second supporting adult visible at all times.

Staff should follow the following principles:

- Children/young people have a right to feel safe and secure.
- Children/young people should be respected and valued as individuals.
- Children/young people have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Give explanations of what is happening in a straightforward and reassuring way.
- Use correct terminology for parts of the body and bodily functions that will be used by staff and encourage children/young people to use these terms appropriately.
- Seek the child/young person’s permission before undressing if he/she is unable to do this unaided.

- Respect a child/young person's preference for a particular sequence of care.
- Encourage the child/young person to undertake as much of the procedure for themselves as possible, including washing intimate areas and dressing/undressing.
- Inform parents as soon as possible about any intimate care and any changes of behaviour.
- Children/young people have the right to information and support to enable them to make appropriate choices.
- Children/young people have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
- Children/young people have a right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children/young people have the right to express their views and have them heard. Schools must have complaints procedures that children and young people can access.
- A child/young person's Intimate/Personal care plan/Education Health Care Plan should be designed to lead to independence.

### **Practicalities**

It is expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join Hamstead Primary School, having reached differing levels of independence and development in toileting and self-care. Therefore it is inevitable that from time to time, some children will have accidents and need to be attended to. In addition to this, a child may have a disability and/or medical condition that requires support with their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to do so. Although they are encouraged as they progress through the school to use the toilet during break times. Children in the EYFS have access to age appropriate toilets whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet. As children progress through the school, they are encouraged to use the toilet during break times.

If a child does not have a disability or medical need, parents/carers could be contacted to assist in the changing of their child.

### **SEND Procedure**

Where possible, the child is encouraged to remove the necessary clothing using object referencing cues and symbols. They will be changed in the toilet facility, standing or sitting on the toilet in a cubicle. Children will be encouraged to help clean themselves with wipes where possible, however when this is not appropriate, the staff will carry this out while explaining to the children what they are doing and use appropriate language agreed by staff and parents prior to this. Staff will ensure they use appropriate protective equipment such as disposable gloves. The staff will then put the soiled nappies into a nappy sack and dispose of these in the medical bin which is situated in the disabled toilets and children are encouraged to wash their hands. If the child has not soiled their nappies staff will leave the child on the toilet for an appropriate amount of time, while still in sight of them, to encourage positive toileting behaviour. Staff will then need to log the child's toileting for the week and share this with parents when requested.

### **Role of parents/carers (SEND)**

Where a child has known incontinence problems (including children beyond EYFS), parents are expected to provide a complete set of spare clothes, wet-wipes, nappies (pull ups) and nappy sacks. The school also keeps a stock of spare clothes in various sizes. Parents/carers are informed regularly of any changes in their toileting and can request a copy of their log throughout the year.

## **Role of parents/carers**

Where a child has continuing incontinence problems (including children beyond EYFS), parents/carers are expected to provide a complete set of spare clothes and wet-wipes. The school also keeps a stock of spare clothes in various sizes. Parents/carers are informed by phone call or face to face at the end of the day if a child has had an accident.

## **Role of School staff**

If a child soils him/herself during school time a member of the staff will help the child:

- Ensure 2 adults support with toileting/changes
- Remove their soiled clothes
- Encourage the child to wipe and clean their own skin (this usually includes bottom, genitalia, legs, feet)
- Dress the child in their own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.
- Inform parents/carers by a phonecall as soon as possible

At all times the members of staff pay attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is heavily soiled, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he change the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively encouraging the child in his/her efforts to gain these skills.

## **Guidance for intimate care needs over and above accidents.**

The management of all children with intimate care needs will be carefully planned.

- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Intimate care plans will be signed and agreed for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be reported to the parent.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plans.
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

## **Intimate Care Plans**

Pupils who need regular intimate care will have an:

- intimate care plan (see appendix) , or an
- individual healthcare plan

This is a written document that explains what will be done, when and by whom. It will be written with input from the pupil (where possible) parents/carers, school staff and other professionals. If needed, appropriate terminology for private parts of the body and functions will be discussed and noted on the plan. We will take into account safer working practise and make sure our processes are transparent. The plan will be reviewed as necessary, but at least annually. In some cases, the support for a pupils intimate care needs will be written into their EHC plan or their all about me document.

### **Child Protection**

Child Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures are DBS checked. Students and volunteers will not carry out intimate care procedures.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

### **Disabilities**

The Governing Body recognises it's duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

### **How we support Toilet Training**

A key element of the EYFS framework is developing key skills linked to self-care as part of the developmental stages. We support toilet training by:

- Discussions with Parents/Carers at the point of initial induction
- We ask Parents/ Carers to bring in pull ups and a spare set of underwear
- EYFS team active communication daily re Toileting
- EYFS team monitor and escalate to School Nurse appropriately.
- Explore the use of reward chart for use in school and at home
- Family workshops for school readiness sessions.

**Appendix 1:**

<b>Child's name</b>	
<b>Class</b>	
<b>D.O.B</b>	
<b>Medical diagnosis or condition</b>	

<b>NATURE OF PERSONAL CARE</b>

<b>How and what will be carried out</b>

<b>PROCEDURE A</b>

<b>PROCEDURE B</b>

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