

St Peter and St Paul CE Primary School

Intimate Care and Toileting Policy



Agreed by governors: Summer 2025

Review Date: Summer 2027

Personal Development

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. However, at St Peter and St Paul CE Primary School we acknowledge that there may be children with longer term continence issues for whom an individual toileting plan may need to be put in place. In addition there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self-care. No child will be refused a place in school in relation to continence issues.

St Peter and St Paul CE Primary School is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to the promotion of our inclusive school ethos and vision. We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child and support children sensitively and with dignity in this matter.

Inclusion features strongly in this policy as it goes to the heart of our vision at St Peter and St Paul CE Primary School:

We are distinctly Christian in our ethos and outlook and are inclusive of all. At the heart of our school are our Christian Values. We welcome those of all faiths and none to shine their lights brightly, celebrating joys, failures and successes in partnership with parents and the community

What is intimate care?

Intimate care is care that involves washing or carrying out an invasive procedure to intimate personal areas (e.g. nappy changing). Staff members provide intimate care as necessary as part of their role to help meet children's needs. Any staff member employed by the school may change or clean a child. Where possible it will be a member of staff familiar to the child.

Occasionally intimate care may need to be given to a child for medical reasons, in this case staff will be suitably trained and competent to undertake the procedures needed.

Staff understand the sensitivity of this type of care and do their best to meet children's individual needs and be respectful. The child's dignity will always be considered and care will be conducted in a controlled, but private environment.

Enhanced DBS checks are completed for all staff. Staff who have not had an enhanced check and volunteers MUST NOT be involved in intimate care. Students should not change nappies/child's clothing unless this is a requirement of their course/experience. In this case, they will only be allowed to change nappies when supervised appropriately in consultation with a senior member of staff.



How practical support will be given

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and situation
- All spills of vomit, blood or excrement are wiped up and disposed of appropriately
- Soiled clothing is put in a plastic bag, unwashed and sent home
- If a child is significantly soiled and requires showering attempts to gain parental permission should be sought
- If a child is distressed by the accident or does not want a member of staff to change them ring parents for guidance and advice

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves. Aprons are available if required.

Safeguarding

If a staff member has any concern for a child's welfare and safety, this should be disclosed to the safeguarding lead for the school and safeguarding procedures followed. See Safeguarding policy.

If an allegation is made against a staff member this should be brought to the Safeguarding Leads attention (or deputy in their absence) and safeguarding procedures followed.

It is our aim to work in partnership with parent(s)/carer(s) to ensure that effective communication supports continuity of care and the emotional well-being of the child and family.

Staff members will be made aware if it is necessary to provide intimate care. Consideration will be given as to whether a chaperone is required for the circumstances, with reference to any individual intimate care plans in place.

Nappy Changing Procedure

Nappy changing should not be a chore and is not scheduled at a set time. Children should be encouraged to communicate their needs and be checked by staff throughout the day to identify when a change is needed.

Children should be given an explanation of where they are going and the time should be used effectively to communicate one to one. A lead on nappy changing should be taken by the child's teacher or TA. Children should always be changed in a changing area, following the correct procedures. If a child has an intimate care plan or moving and handling plan in place - this plan will be followed rather than the procedure below. A height adjustable changing bed is available.



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Children should never be allowed to stand on the changing bed while clothes are being fastened/unfastened.

Toilet training

With regards to potty training and toileting it is essential to work in partnership with families. Effective communication is vital to ensure continuity for the child and to support children and families to feel comfortable and at ease. Home routines will be followed where possible at the school.

Toileting accidents/continence

Children from time to time have toileting accidents as a natural part of growing up, developing independence and learning to meet their own needs. Children with specific additional needs may also have accidents as related to a medical condition. A child may require an Intimate Care Plan. Staff should be sensitive to each individual child's circumstances and stage of development and do their best to meet their needs and be respectful. The child's dignity will always be considered and care will be conducted in a controlled, but private environment. If a child has a toileting accident they should be encouraged to clean themselves in an age/stage appropriate way. Assistance should be given as required using toilet paper and/or wipes. (Check allergy information). A child should be provided with clean clothes. Soiled clothes should be placed in a bag. If this is an unusual occurrence for the child parent(s)/carer(s) should be informed. The area the child had the accident in should be cleaned appropriately in line with school procedures.

Regular incontinence is monitored and if necessary an intimate care plan will be agreed with parents/carers.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Reception. Staff will always encourage children to attempt undressing and dressing unaided.

See Appendix below for Home - School Agreement and Intimate Care Plan for a child with an identified continence issue

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Home – School Agreement for a child with an identified continence issue

The parent/carer

- I will ensure that the child is changed at the latest possible time before being brought to school.
- I will provide the school with spare nappies, bags, wipes, underwear, a change of clothing and any prescribed creams.
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or the application of any prescribed cream.
- I agree to inform the school should my child have any marks/rash.
- I agree to a 'minimum change' policy i.e. I understand that the school will not undertake to change my child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary.
- I agree to details of my child's care plan being shared with any school staff involved in my child's care.
- I will work with school and health to work towards full-continence (where able)

I have read and understood the above procedures and give permission for my child to be changed and/or cleaned if necessary.

Signed (parent/carer):

Date:

The school

- We will identify the staff engaged in the child's personal care.
- We will agree the child's care routines with parents/carers.
- We will follow the agreed care plan, stating how often the child will be changed during their time in school. If the need arises, we agree to change the child more often than stated in the care plan and we will review this with the parent/carer.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to discuss any marks or rashes seen.
- We agree to review arrangements.
- We will support carers to work towards full-continence (where able) giving support and advice and making links to health care professionals.

Signed (school representative):

Position in school:

Date:

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Intimate Care plan for a child with an identified continence need

Child's name:			
Name of key school staff involved in the child's care:			
My child is currently wearing (circle as appropriate) :	nappies	pull-ups	underwear
My child's needs (creams, cleansing products, prescribed medication, number of times my child needs to be changed etc:			
I will provide the above creams, cleansing products, prescribed medication, nappy bags, change of clothes.			
Further information (e.g. medical condition and any allergies)			
Parent/carer's name:			
Parent/carer's signature:			
Signature of school representative:			
Position in the school:			
Date of care plan:			
Date of care plan review:			

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