



Northern Parade Schools

King's Group Academies

# **Intimate Care and Toileting POLICY**

## **Person Responsible for this Policy:**

Assistant Headteacher Inclusion

Special Educational Needs and/or Disabilities Coordinator (SENDCo)

## **Date of Last Review:**

June 2025

## **Date of next review**

June 2028



Northern Parade Schools

King's Group Academies

## **Introduction**

This policy aims to support intimate care needs with specific reference to toileting. It should be considered in addition to the DfE statutory guidance 'Supporting pupils at school with medical conditions' which should be used in the first instance for children and young people with specific medical and/or SEND needs.

## **Aims**

The aims of this policy are:

- To safeguard the rights and promote the welfare of children and young people.
- To provide guidance and reassurance to staff whose work / contracts include intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children and young people as pupils and students.

## **Definition of pre planned intimate care**

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Washing or wiping intimate parts of the body
- Changing disposable nappies

## **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.

Staff should bear in mind the following principles:

- Children/young people have a right to feel safe and secure.
- 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.



Northern Parade Schools

King's Group Academies

- Children/young people have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Children/young people have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.

### **Working with parents and carers**

Intimate care will only be carried out with the consent of the parent or legal guardian. It is also important that the procedure for dealing with concerns arising from personal care processes is clearly stated and understood by parents/carers and all those involved. All records of intimate care will be recorded as and when they take place and shared with parents.

### **Links with other agencies**

Children and young people with specific care needs or disabilities will be known to a range of other agencies. It is important that positive links are made with all those involved in the care, health or welfare of individual children/young people. This will enable school or setting based plans to take account of the knowledge, skills and expertise of other professionals and will ensure the child/young person's well-being and development remains the focus of concern. Schools can also refer to the School Nurse for further advice in this area.

### **Child responsibilities**

As children develop in their awareness and communication skills they are encouraged to:

- To co-operate and help in their personal care.
- To be interested in using a potty, toilet, using a pull up nappy, dressing, undressing and washing hands
- Follow and begin to be independent in hygiene routines
- To begin to know when they need changing or support and to indicate to staff either verbally or pictorially.
- To tell a trusted adult if they feel worried, upset or uncomfortable at any time.

### **Staff responsibilities:**

- Staff to wear PPE (disposable gloves and aprons) to prevent cross infection and dispose of it in appropriate bins. Gloves are changed for each individual child to prevent cross contamination.
- Parents are informed when required equipment for intimate care needs replenishing Nappies and 'pull ups' are disposed of in nappy bags and designated nappy bins.
- Cloth nappies, trainer pants and ordinary pants/clothing that have been wet or soiled are bagged for parents to take home in hygienic nappy sacks or yellow plastic bags. Bags of soiled and wet clothing are named and kept in a designated area away from children's reach and returned to parents at the end of the school day.



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- Changing table/mat and surrounding area cleaned immediately following changing and between each child using antibacterial spray or antibacterial wipes.
- Potties are emptied and cleaned immediately following the child finishing on the potty to avoid risk of a child touching contents.
- Hot water, and liquid soap available to wash hands as soon as task is completed. When using liquid soap staff should wash their hands at a conventional sink as soon as possible. Staff follow appropriate hand washing guidance Paper hand towels available for drying hands and waste bin for disposal
- Children are taught to wash their hands with soap and water and to dry them efficiently with support if required.
- Torn or ripped mats changing mats thrown away immediately and replaced
- Posters and pictures laminated so they can be cleaned hygienically
- If there are any concerns with the maintenance or safety of the changing space this must be reported to the SENDCO and the site team in writing.
- If a child requires a risk assessment for intimate care they are to be reviewed regularly to meet the needs of the child.

### Safeguarding & processes

This policy is to be considered in conjunction with the school's Safeguarding Policy.

- For all types of intimate care 2 members of staff must be present at all times.
- Staffing schedules will be altered to ensure 2 members of staff are present so that the child's needs remain paramount.
- Staff will use the designated changing area in EYFS to undertake any intimate care unless it is unsafe to do so.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.
- Parents/carers will be contacted at the earliest opportunity if the staff are unable to support the **pre-arranged** intimate care to a safe standard.
- **ALL parents/carers** to be contacted for support if a child/children needs to be changed after a soiling/wetting incident that requires intimate care i.e is unable to wipe themselves, visible distress, signs of infection/rash.
- Only DBS checked and approved staff will change nappies and under clothing. Students, volunteers, parent helpers or visitors are not permitted to engage in any intimate care.

### Review

By: Governors' Resources Committee & Safeguarding Governor

When: Every 3 years or sooner in light of further DfE guidance



Northern Parade Schools

King's Group Academies

Form 1 Toileting plan

Record of discussion with parents/carers		
Child/young person's name:	Date of birth:	Date agreed:
	Details	Action
<b>Working towards independence:</b> Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used		
<b>Arrangements for nappy/pad changing:</b> Such as who, where, arrangements for privacy		
<b>Level of assistance needed:</b> Such as undressing, dressing, hand washing, talking/signing to child/young person		
<b>Infection control:</b> Such as wearing disposable gloves, nappy disposal		
<b>Sharing information:</b> Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice		
<b>Resources needed:</b> Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

<b>Signed:</b>  Parent:	<b>Review date:</b>
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Northern Parade Schools

King's Group Academies

Key member of staff:	
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Form 2 Agreement of intimate care procedures for a child or young person with complex needs

The purpose of this agreement is to ensure that both parents/carers and professionals are in agreement with what care is given, who is providing the care and that the appropriate training is given.

Teaching / instruction of the care procedure may be carried out by the parent/carer or by the professional experienced in that procedure.

When the parent/carer and/or professional are agreed the procedure has been learned and the staff carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer's personnel file and one filed in the child/young person's medical health record.

Child/young person's name.....

Procedure.....

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Staff carer's name.....

Staff carer's signature..... Date.....

Parent/carer and/or professional

I have taught the above procedure to the named staff carer and have assessed him/her as able to perform the care as instructed.

Signed..... Date.....

Designation.....

Date reviewed..... Autumn term

Date reviewed..... Spring term

Date reviewed..... Summer term.



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