



St. Thomas' CE Primary School

Intimate Care & Toileting Policy

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Approved by Governing Body March 2024

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1. Introduction

St Thomas' Church of England Primary School is committed to

safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times.

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or cleaning up after a child has soiled/wet him/him or herself.

Parents/carers must endeavour to ensure that their child is continent before admission to school (unless the child has additional needs). Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.

It is expected that most children should be able to carry out personal care tasks for themselves. This policy has been written for those children who are unable to carry out personal care tasks.

2. Aims and Objectives

This policy aims:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard the dignity, rights and wellbeing of children.
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

3. Parental Responsibility

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Prior permission must be obtained from parents before intimate care procedures are carried out (See Appendix 3). Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. Exchanging information with parents is essential through personal contact, telephone or written correspondence.

What the school expects of parents:

- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents accept that on occasions their child may need to be collected from school.
- Parents/carers will provide baby wipes and changes of clothing for any child with a personal toileting policy.
- If a child has an upset tummy (diarrhea) as in line with the school sickness policy, parents will be requested to collect their child from

school, change them and keep them off school for 24 hours.

4. Child Protection

The agreed Child Protection procedures will be adhered to at all times following the school's safeguarding policy.

5. Staff responsibilities

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should where possible will be carried out by a qualified member of staff, familiar to the child.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff.

2. Escort the child to a changing area i.e. designated toilet areas.

3. Collect equipment and clothes.

4. Adult(s) to wear gloves.

5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.

6. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.

7. Adult(s) to support child to change into clean clothing, wash their hands and return to class.

8. Adult(s) should wash their hands thoroughly after the procedure.

9. Area to be cleaned and disinfected by adult(s) before returning to class.

Intimate care incidents must be recorded in the changing file (Appendix 1), including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made. Parents/Carers are to be informed at the end of the school day by using a Record of Intimate Care Intervention Slip.

6. Special Educational Needs

The school recognises that some children with SEN may arrive at school with underdeveloped toilet training skills. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & Part 1V of the Disability Discrimination Act 1995.

If a child's toileting needs are substantially different than those expected of a child his age, an individual toileting programme will be agreed with parents and school nurse.

Appendix 1



RECORD OF INTIMATE CARE INTERVENTION

Child's Name: _____

DOB: _____

Name of Support Staff Involved: _____

Date: _____

Time: _____

Nature:

Action taken:

Staff Signature: _____

Appendix 2

TOILET MANAGEMENT PLAN



Child's Name: _____

DOB: _____

Name of Support Staff Involved: _____

Area of need: _____

Equipment required: _____

Location of suitable toilet facilities: EYFS toilets

Support required: _____

Frequency of support: Daily

Signed by:

Parents/Carer:

_____ St Thomas'

Staff:

SENCO: _____

Date: _____

Appendix 3

PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE



- I have read the Intimate Care Policy and give permission to St Thomas' Church of England Primary School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care.
- I understand that there may be occasions that my child will need to be changed by myself and I may need to come to school.
- I agree to provide baby wipes, nappies and changes of clothing for my child.

Signed: _____

Relationship to child: _____

Date: _____