

The Ridgeway CE Primary School

'Building for Life'

INTIMATE CARE & TOILETING POLICY

1. Introduction

The Ridgeway CE 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 carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

2. Aims and Objectives

This policy aims:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard the dignity, rights and well-being of children

- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

Toileting and the Foundation Stage Profile

Curriculum guidance for the Foundation Stage profile is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "Manage their own basic hygiene and personal needs, including dressing, going to the toilet". Although children are generally fully toilet trained before they begin the reception year, it is inevitable that from time to time some children will have accidents and will need to be attended to.

Staff responsibilities

Intimate care routines should always take place in an area which protects the child's privacy and dignity.

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 to wear gloves
6. Children who are wet are encouraged to undress and dress as appropriate under the verbal guidance of an adult. Children who are soiled are changed and cleaned by an adult.
7. Soiled clothes to be placed inside carrier bags and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.
8. With support children are expected to dress themselves in clean clothing, wash their hands and return to class

Intimate care incidents, whereby an adult has cleaned a child's intimate areas, must be recorded; including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and any concerns or issues. This will also monitor progress made. Parents/carers are to be informed at the end of the child's day.

What the school expects of parents:

- Parents/carers will endeavor to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents/carers will confirm whether their child is fully toilet trained before they start with us. This issue is discussed during transition visits.
- Parents/carers will discuss any specific concerns with staff regarding their child's toileting needs.
- Parents will supply their child with a bag containing plenty of clean clothes and under garments.

Partnership with Parents

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. We seek to engage in regular communication with parents, and monitor and review the process together. Cultural and religious values are respected when planning for their care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met.

Special educational needs and disabilities (SEND)

The school recognises that some children with SEND and other children's home circumstances may result in children arriving at school with under-developed 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, then the child's needs may be managed through an Individual Health Care Plan or alternatively they may be considered to be SEND support in line with the SEND Code of Practice (2014). An intimate care plan would be agreed with parents as advised by a Health Professional. All arrangements will be discussed with parents/carers on a regular basis and recorded on the intimate care plan. If there is no progress over a long period of time, e.g. half a term, the SEN Coordinator, teaching staff and parents would seek further support, e.g. G.P's referral of child for specialist assessment.

Some children may have an EHCP before entering school. The statement will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The statement will identify delayed self-help skills and recommend a program to develop these skills. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available

in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

Child Protection

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. If the intimate care plan (See Appendix 2) has been agreed and signed by parents, children and staff involved, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

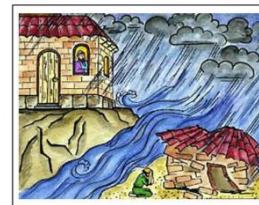
If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised Child Protection Procedures should be followed. If a member of staff notices any emotional changes to a child following an episode of intimate care, the matter will be referred to the designated safeguarding lead. Parents/carers will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to at all times.

This policy was adopted by the Governing Body September 2026

It will be reviewed by September 2027



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APPENDIX 1

RECORD OF INTIMATE CARE INTERVENTION

Child's Name..... DOB.....

Name of Support Staff Involved.....

Date.....

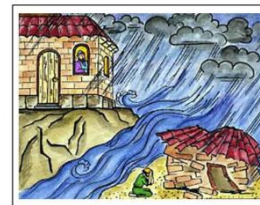
Time.....

Procedure.....

Staff Signature.....



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APPENDIX 2

INTIMATE CARE PLAN

Child's Name..... DOB.....

Name of Support Staff Involved.....

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

Working towards Independence

Child will try to

Personal Assistant will do.....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Personal Assistant.....

Senior Management/SENCo.....

Date.....