



St Paul's C of E (c) Primary School

Compassion: Endurance: Friendship:

Intimate Care Policy

Rationale:

This policy has been devised to support pupils who:

- Are in the EYFS and are not yet toilet trained.
- Have a medical condition and require support accessing a toilet and/or maintaining good hygiene.
- Have a medical condition and are not able to use a toilet and require sanitary care/regular changing throughout the course of the day.
- Have a SEN and need support accessing a toilet and/or maintaining good hygiene.
- Have soiled or urinated and require further assistance or change of clothing from Nursery to Y6.

The School is inclusive and as such we admit children who are not fully toilet trained.

Aims:

- To ensure that parents are aware of the systems in place when changing children.
- To ensure that practitioners and governors are aware of the systems in place when changing children.
- To highlight the importance of parental responsibility when toilet training a child.

Sections for the specific policy:

1. Responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Intimate Care Policy of St Paul's C of E (C) Primary School
- 1.2. The Governing Body has overall responsibility for ensuring that the physical Intimate Care Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in the School's complaints policy.
- 1.4. The EYFS Lead is responsible for the day-to-day implementation and management of the Intimate Care Policy of St Paul's C of E (C) Primary School.
- 1.5. All staff, including teachers, support staff and supply staff, will be responsible for following the Intimate Care Policy.

2. General principles - EYFS

- 2.1. Parents are responsible for toilet training their child, and staff will support this.
- 2.2. The school is not responsible for providing disposable nappies, wipes or creams. Parents are required to provide these each day where necessary.
- 2.3. Early Years Foundation Stage support staff will change nappies/pull-ups and wet/soiled clothing. If a child is heavily soiled then parents will be contacted to bathe their child and will be encouraged to bring them back to school afterwards.
- 2.4. Parents should change their child at the latest possible time before bringing them to the school.
- 2.5. For any children not toilet trained when they start school, parents will liaise with EYFS staff to discuss toilet training in the very first instance.
- 2.6. All parents will sign an intimate care sheet giving consent for staff to change their child.
See Appendix A
- 2.7. Any intimate care carried out in the EYFS will be recorded using an intimate care log sheet located in the Early Years toilets. There is a separate log for Nursery children and Reception children. **See Appendix B**
- 2.8. If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed. This may also be recorded and monitored following the school's safeguarding procedures.

3. Health and hygiene

- 3.1. To prevent the spread of infection, staff will wear disposable gloves when dealing with a toileting incident.
- 3.2. The changing area and toilets will be clean and tidy at all times.
- 3.3. The changing station will be cleaned after use.
- 3.4. EYFS children will be changed in the toilets. A changing mat and disposable blue roll paper are available in the changing area.
- 3.5. All staff must report to the office when supplies are running low to ensure that this is restocked in time.
- 3.6. Hot water and liquid soap are available to wash hands as soon as the task is completed.
- 3.7. Paper towels are available for drying hands.
- 3.8. All staff to inform Mr Mulliner if there is not a sufficient amount of hand washing equipment.

3.9. Soiled nappies will be placed in a nappy sack and disposed of.

4. Safeguarding & Child Protections

4.1. Should staff become concerned about injuries found on a child when changing them, staff members are required to follow the School Safeguarding Policy. More information about identifying, recording and sharing concerns can be found in the school Safeguarding Policy.

4.2. A large screen is provided to ensure total privacy for the child whilst being changed.

5. Medical conditions & SEN

5.1. If a pupil requires cream to be applied, this will be administered under the school's Medication Policy.

5.2. Children with medical conditions or SEN that are in KS1 and KS2 will be changed in their key stage toilets, if feasible. Depending on the child's needs, they may be changed in an alternative bathroom – this will be specified by external staff (e.g. occupational therapist – to use a grab rail or changing table). Staff will ensure that other children are asked to leave the bathroom during this time.

5.3. Children that are in KS1 or KS2 and require changes will have this specified in their care plan/EHCP or Pupil Passport.

5.4. Any concerns surrounding the medical condition or frequency of toilet changes should be recorded following our school Safeguarding Policy.

5.5. Staff must inform the parents of these children when they have been changed.

Supporting Documents

St Paul's C of E Safeguarding Policy

<u>Date</u>	<u>Comments</u>	<u>Review Date</u>
01.09.25	Revised by C McDonald – EYFS Lead	01.09.26 or as appropriate



Appendix A Toileting Consent Form



Dear Parents and Carers,

Starting school is an exciting time, and we are looking forward to supporting your child across all areas of learning - this includes being able to use the toilet independently. Here at St Paul's CE (C) Primary School, we recognise that toileting accidents can happen and there may be times where we must help your child to change themselves. As a rule, we will encourage your child to be as independent as possible whilst changing. However, there may be times where we need to intervene in order to assist your child when cleaning/wiping them. In this situation, we will make sure that your child's modesty and dignity is always guarded. In these instances, we will provide a screen to create full privacy for them and we will always leave the door open to other members of staff to ensure your child's wellbeing is safeguarded.

We respectfully ask that you sign this letter to provide consent for us to change your child if necessary. If you do not give permission, we will assume that you prefer to be contacted to come and take your child home in case of a toileting accident.

Please note that there may be times where we are unable to fully clean your child with the limited facilities that we have. In these instances, we may ask you to collect your child in order to bathe them at home. Once changed, they can return to school providing they are well enough to do so.

Thank you for your support,

Mrs McDonald
EYFS Lead

St Paul's C.E. Primary School: Toileting Consent

I give permission for my child _____ to be changed by St Paul's C.E. (C) Primary School staff in the case of a toileting accident.

Name of Parent/Carer: _____ Child's Class _____

Signed _____ Date: _____

Please provide the details of who to contact in the occurrence of a soiling accident.

In the case of a soiling accident please contact:

Name: _____

