

Barming Pre-School and Primary School

Part of the Orchard Academy Trust



Intimate Care and Toileting Policy

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Intimate Care and Toileting Policy

Introduction

Barming Pre-School and Primary School are 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 and Toileting 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 defined in this policy as any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled themselves), 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.

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

Pre-School statement

No child is excluded from participating in the Pre-School setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Nappy changing facilities are provided and the Pre-School exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Pre-School Procedure

All Pre-School Staff have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups'; and change nappies according to this schedule, or more frequently where necessary.

We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.

Children at Pre-School are changed when needed by any member of Pre-School to ensure all children are changed as quickly as possible. Young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times.

Each child has their own nappies or pull ups and changing wipes in a bag provided by their parent/carer.

Staff are provided with gloves and aprons to change nappies/pull ups. Gloves are not always required for a wet nappy where there is no risk of infection, however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a 'soiled' nappy.

All our staff are familiar with our hygiene procedures and understand the importance of thoroughly washing their hands. Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.

We are gentle when changing; we avoid pulling faces and making negative comments about 'nappy contents'.

In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.

We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

We encourage children to wash their hands. They should be allowed time for some play as they explore the water and the soap.

We dispose of nappies and pull ups hygienically. Any soiled nappies or pull ups are bagged and put in the nappy bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect and will be a disciplinary matter.

Toileting and the Foundation Stage Profile

Curriculum guidance for the Foundation Stage 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 successfully, including dressing and undressing and going to the toilet independently".

Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1 - We will inform all parents of Reception children prior to them starting Key Stage One of the current toileting policy highlighting that we will change children for odd 'accidents' **but not routinely** as part of day to day personal care unless there is a medical/additional need. This will be applicable for the time a child is in Key Stage 1.

Key Stage 2 – Any child that soils or wets will not be changed by any member of staff unless the child has specific identified need. However, we will provide a private, safe space (junior's toilets) where the child may change on their own. We will supply clean clothes (to the best of our ability out of the 'spares box') and a carrier bag. Parents will be informed of all toileting incidents and called if needed.

Incidents for Year 1 to 6 children will be recorded on Arbor and a message will be sent to Parents either face to face or on Class Dojo.

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. This *might* include involvement with Education Health and Care Plans, Pupil Profiles and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence.

What the school expects of parents:

- Parents/carers will endeavour to ensure that their child is continent before admission to school (unless the child has medical/ additional needs).
- Parents/carers will discuss any specific concerns with staff about their child's toileting 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.
- Parents accept that on occasions their child may need to be collected from school.

Staff responsibilities

Anyone caring for children, including teachers and other school staff, has a duty to care and to act like any reasonably prudent parents. Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by assigned member/s of staff. Appropriate support and training should be provided when necessary. This will only take place once a meeting has been held with both parents and the school.

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

1. Alert another member of staff (there is no need for 2 members of staff to be present)
2. Escort the child to a changing area i.e. designated toilet areas
3. Collect equipment and clothes.
4. Gloves are provided for use, if required.
6. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
7. 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.
8. Children are expected to dress themselves in clean clothing, wash their hands and return to class, if possible.
9. Adult should wash their hands thoroughly after the procedure.
10. Area to be cleaned and disinfected by adult before returning to class.

Intimate care incidents will be recorded on Arbor 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 as soon as possible either *verbally* or using a *Record of Intimate Care Intervention Slip (Appendix 1)*.

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause.

Special educational needs and child protection issues

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 their 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 Plan. A toileting program would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the toileting plan. If there is no progress over a long period of time, e.g. half a term, the Inclusion Manager, teaching staff and parents would seek further support, e.g. G.P's referral of child for specialist assessment.

Some children may have an Education Health and Care Plan before entering school. The EHCP will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The EHCP 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 toilet management 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 changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. Child Protection procedures will be adhered to at all times.

APPENDIX 1

RECORD OF INTIMATE CARE INTERVENTION

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

Name of Support Staff Involved.....

Date.....

Time.....

Procedure.....

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.....

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.....

Inclusion Manager.....

Date.....

APPENDIX 3

PERMISSION FOR BARMING PRE-SCHOOL AND PRIMARY SCHOOL TO PROVIDE INTIMATE CARE

I understand that;

- ☐ I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, support with washing and toileting.
- ☐ I will advise the Office of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....

Child's Surname.....

Child's Forename.....

Gender.....

Date of birth.....

Parent/carers name.....

Address.....

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