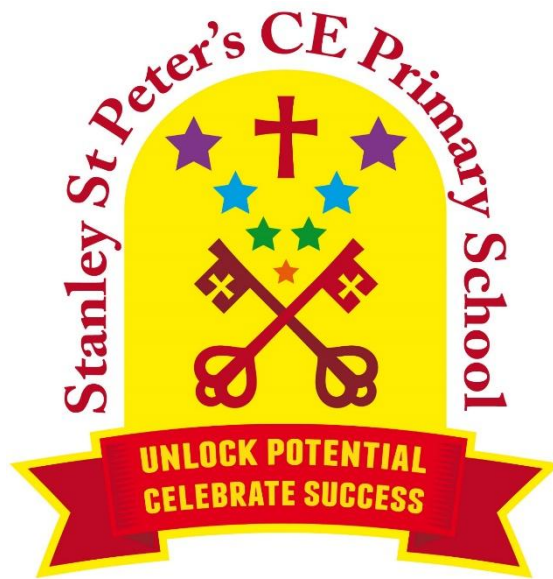




# **Intimate Care & Toileting Policy 2026 - 2028**

|                            |         |                                  |                                                                                                                                                                                                                                                                                                                        |
|----------------------------|---------|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document control table     |         |                                  |                                                                                                                                                                                                                                                                                                                        |
| Document title:            |         | Intimate Care & Toileting Policy |                                                                                                                                                                                                                                                                                                                        |
| Author (name & job title): |         | Michelle Wiggins<br>Headteacher  |                                                                                                                                                                                                                                                                                                                        |
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| Document History           |         |                                  |                                                                                                                                                                                                                                                                                                                        |
| Version                    | Date    | Author                           | Note of revisions                                                                                                                                                                                                                                                                                                      |
| V2                         | 10/8/24 | M Wiggins                        | Changed format of policy and included document control table.<br><br>Added reference to Equality Act 2010<br><br>Added expectation that parents must provide additional Spare underwear/nappies/wipes/pull-ups/creams for changing.<br><br>Changing area changed to disabled toilets rather than female staff toilets. |
| V3                         | 28/7/26 | M Wiggins                        | No changes                                                                                                                                                                                                                                                                                                             |

## **Intimate Care & Toileting Policy**

All children at Stanley St Peter's C of E Primary School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school and nursery.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy and Medicines in School Policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) and the Equality Act 2010: Stanley St Peter's C of E Primary School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Reasonable adjustments will be made to support any child who is not yet independently continent.

**Intimate Care Tasks – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.**

**Partnership with Parents/Carers – Staff/ Child's keyworker at Stanley St Peter's C of E Primary School works in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:**

- **What care is required**
- **Number of staff needed to carry out the task (if more than one person is required, reason will be documented)**
- **Additional equipment required**
- **Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions**
- **Child's level of ability i.e. what tasks they are able to do by themselves**
- **acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care**
- **Be regularly reviewed in partnership with parents/carers and updated whenever needs change.**

**Parents/Carers are asked to supply the following: -**

- **Spare Clothes**

- **Spare underwear/nappies/wipes/pull-ups/creams**

**Best Practice –** When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

**All staff involved in intimate care will have undergone the appropriate safer recruitment and DBS checks in line with statutory requirements. Particular staff members are identified to change a child with known needs are on the care plan and a record of changing activity with that child is logged (see changing log sheets to be kept for all children with toileting care plan).**

**Safeguarding –** Staff are trained on the signs and symptoms of child abuse which in line with Wakefield's Safeguarding Children's Board guidelines and follow the schools' safeguarding procedures as outlined in the Safeguarding Policy.

**If a member of staff is concerned about any physical or emotional change, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.**

**Should a child become unhappy about being cared for by a particular member of staff, the DSL and Class teacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL will seek advice from other agencies.**

**If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.**

**Dealing with body fluids –** Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by named care plan staff in bins provided in the disabled toilets. This area has a changing mat with disposable liners and antibacterial wipes. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home -staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

**All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.**

**This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.**

## Toileting/Changing Log

**Name of Child:**

**Class:**

[illegible]

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