



Intimate Care and **Toileting Policy**

Policy Agreed: September 2026

Policy Review: September 2028

Toileting and Intimate Care Policy

Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

All children at Holmfirth Junior, Infant and Nursery 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 school life and the curriculum.

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 Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage and the Disability Discrimination Act 2010.

Holmfirth Junior, Infant and Nursery School will ensure that:

- No child's physical, mental or sensory impairment will be a barrier to their ability to take part in day to day activities. Staff will make every effort to make adaptations and arrangements to ensure that every child can take part in school 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/carers to arrive to be changed due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks – with support, advice and guidance from parents and other professionals, staff will undertake tasks that involve:

- dressing and undressing

- washing, including intimate parts
- helping someone use the toilet
- changing nappies

Partnership with Parents/Carers – Staff/ Child’s keyworker will work in partnership with parents/carers to provide care appropriate to the needs of the individual child. Staff, parents and other professionals will work together to 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

The Care Plan will be regularly monitored and reviewed in accordance with the child’s development and needs.

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

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, and lots of praise and encouragement will be given to the child when they achieve.

All staff working Holmfirth Junior, Infant and Nursery School must have an advanced DBS check. Particular staff members are identified to change a child with known needs and these staff will plan and record their work with that child on Medical Tracker, a copy of which will be sent to parents via email.

Safeguarding – Staff are trained on the signs and symptoms of child abuse and have undertaken the Basic Awareness Safeguarding training. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The DSL will then take the appropriate action.

Should a child become unhappy about being cared for by a particular member of staff, the DSL (or in their absence the Deputy DSL), 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 the appropriate member of staff in the appropriate bin. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home or disposed of, according to the instructions from parents. Staff will not rinse soiled clothing. Children will be kept away from the affected area until the incident has been completely dealt with and the area cleaned.

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.

Appendix 1: Intimate Care Plan Template

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed every two years.

Next review date: September 2028

To be reviewed by: Governing Body

Appendix 2: Parent/Carer Consent Form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carers	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carers signature	
Name of parent/carers	
Relationship to child	
Date	