

Western Downland C of E (VA) Primary School



Intimate Care Policy

Name of School:	Western Downland C of E (VA) Primary School
Name of Responsible Manager/Headteacher:	Alice Tubbs Headteacher
Date Policy approved and adopted:	September 2025
Date Due for review:	September 2026

In partnership with parents we aim to give children: 'The roots to grow and the wings to fly'
A place where:

- Everyone is valued and has the opportunity to succeed.
- Learning is the highest item on the agenda for children and adults.
- The Christian values of kindness, consideration and forgiveness shape our community.
- Pupil learning and school improvement will be achieved in partnership with Governors, Staff, Parents and Pupils.
- Involvement will be educationally and spiritually uplifting.

Western Downland Primary School and Little Foresters Nursery aims to support children's care and welfare on a daily basis in line with their individual needs. Effective personal assistance is intrinsic in the development of personal autonomy and helps to develop a positive self-image for children and young people. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person or the identified 'significant other' with the exception of the first aid treatment that will be conducted by a qualified first aider. We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

Nappy Changing (in the Nursery)

The majority of children entering the nursery class are out of nappies. If children are not yet potty trained (unless there is a medical reason) parents are encouraged to begin potty training with the support of the setting.

- Nappy changing is a personal time and the child's privacy should be respected.
- Changing time is an opportunity for a one to one relationship between the staff member and the child. It should be a positive, warm, caring experience, with the adult engaging in conversation with the child, making eye contact and interacting with the child throughout the task.
- This routine should be carried out in a relaxed, reassuring and unhurried manner that will encourage children to feel safe.
- The changing area (toilet cubicle to right) should be set out each morning and include wipes, disposable gloves/aprons, disinfectant spray and disposable roll wipe.
- Parents supply nappies for their child. A supply of nappies are kept in school for use.
- Dirty nappies are placed in the waste disposal bin in the changing area.

Toilet Training (in the Nursery)

Toilet training should be discussed with the parents on admission. Unless there is a medical reason, potty training is encouraged on entry to the setting.

Potty training should be a 'fun time' for the child, never stressful, and children should never be reprimanded for having 'accidents' at any time.

Potty's should be rinsed and washed after every use, using spray disinfectant and disposable wipe roll.

Toileting (in the Nursery)

When able, children are encouraged to visit the bathroom independently. Staff always remain vigilant and close enough to support as and when needed.

Parents of children in the Nursery bring spare clothing into school. In the event of an accident, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. They would change their wet or soiled clothing for their clean clothes. Wet and soiled clothing is placed in a sealed bag and handed to parents at collection. Parents are informed of accidents at the time of collection.

There are many reasons for a child having difficulties with personal/intimate care or continence. When a child joins our school, we will seek advice relating to individual medical conditions from the parents and health care professionals.

Whole school implications

All key staff will be aware of a pupil with continence problems and their management plan.

We will ensure;

- Understanding, discretion and sensitivity is exercised by all staff in contact with the pupil.
- Home background and culture requirements will be taken into consideration. Working with the family is essential.
- Where staff are involved with intimate procedures with pupils (e.g hygiene routines) they will be made familiar with the school's Child Protection and Safeguarding Policy and Procedures.
- Adequate facilities with hot and cold running water for hand washing for staff and pupils.
- Staff are expected to use disposable gloves and aprons for any procedures involving bodily spillage.
- When planning for trips and educational visits, managing the pupil's needs will play an important part in early plans for facilities and ensuring appropriate personnel are available for the pupil's care.

Managing the condition

It is important to maintain the pupil's self-image and social standing within the peer group through sensitive handling and discretion. When necessary we will aim to provide an alternative changing room for PE. The term Continence Pad will be used with older children as nappies tend to be linked with babies.

We will ask the parents for advice and the names of contacts. With the parents' permission schools can seek support from these specialists, or from their own school nurse. For pupils with continence difficulties that may arise with no associated medical condition, advice will be sought from the school nurse who can advise on continence care or referrals to appropriate support.

Medication for constipation will often result in very loose stools: we will talk to parents regarding the optimum timing for medication. We will look out for tell-tale signs of urinary infection: temperature, frequent visits to the toilet, pain on urination, drowsiness and make parents aware of any concerns we may have.

The Toilet Management Plan

We will consider the following for each individual:

- Changing for PE lessons?
- On school trips?
- Swimming?
- What if the pupil arrives at school soiled?
- Who is to cover if the TA is absent? Have they had relevant training?
- Are spare clothes available in school?
- Where will the TA keep the plan so that it is available for reference? It needs to be kept in a discrete and confidential place e.g. cupboard in the toilet.
- Where will the records of which staff were involved and at what time, be kept?

The plan needs to be regularly reviewed between the pupil, TA and parents.

We will provide a listening environment where the child's/young person's concerns are heard, taken seriously and addressed before they become too great. If there is a discrepancy between what the child / young person says is happening, and what the Teaching Assistant says, particularly with reference to the time when they are alone together, action should be taken immediately. It is advised that the support personnel are changed as quickly as possible and reviewed on a regular basis. This is as much to protect the member of staff as well as the pupil.

Where there is an allegation of abuse, the school will follow the Child Protection and Safeguarding Policies and Procedures along with the local safeguarding children board advice on 'what to do.'

Classroom management and organisation

Adaptations to toilets, equipment needed and management strategies will vary according to the individual needs of each child. We will consider where the pupil sits in class in relation to the door if frequent visits to the toilet are needed.

When regrouping pupils for different activities, such as a story, we will think about the best place for the pupil to sit. Is a plastic chair better than the carpet? Are individual carpet squares easier to clean or dispose of if necessary?

The pupil should be allowed to leave the class to use the toilet with no fuss. We will avoid causing embarrassment and avoid making the pupil wait. If pupils have a set time for toilet management routines they may be missing the same subject all year. We will examine what can be done to avoid this.

Physical activity such as at lunchtime and PE can often result in an accident. We will encourage toileting before these times.

Implications for learning

These are not always immediately obvious. We will consider the following for each individual:

- It is difficult to sit still if you need to go to the toilet.
- A pupil with continence difficulties may be experiencing tummy pain and discomfort.
- Concentration and general well being could be affected as a result of the problem.
- It may be necessary to monitor fluid intake, or indeed, give extra fluids.

Implications for PE

- Clothing for PE should be discrete
- Privacy for changing should be considered where necessary
- Advice from parents/ carers and medical personnel with regard to swimming will be sought.
- A visit to the toilet immediate prior and following a PE lesson may well be sensible.
- Is a pad required when swimming? If a continence pad is required special swimming pads are required by all pools.

Working with parents and carers

We will aim to involve parents at every stage when planning the toilet management programme. Depending on the age of the child, he/ she should be involved with planning and decision making as well.

Joint planning of toilet training programmes, based on the toilet management plan, is crucial to success.

We will liaise with parents to ensure continuity of supplies of continence aids to school if these are required.

Equipment for children with continence difficulties or those who need physical help with changing

The toilet facility: For those with continence difficulties we will aim for their classroom, or main classroom, to be convenient to the toilets. To ensure the privacy of a pupil a separate toilet may be useful. An internal lock on the bathroom area may ensure the pupil's privacy for a short period.

Other facilities and adaptations we have or will consider:

- Grab rails and changing mat
- Step up to the toilet
- Easy to operate toilet doors and locks.
- Position of toilet rolls

Equipment:

- Secure cupboards for storing medical supplies for certain procedures
- Disposal bin with a lid
- Plastic Bags to enclose waste
- Plastic bags for sending soiled clothing home
- Spare set of clothes
- Cream if necessary
- Clean continence pads
- Disposable gloves
- Disposable aprons
- Wipes – ideally flushable.
- Toilet roll
- Basic alcohol based spray to disinfect surfaces
- Air freshener and / or fan
- Procedure for contact in emergency
- Accessible basin with hot and cold water, soap, towels, hand drier, within reach of child. Are lever taps required?
- Good lighting
- Warmth
- For children / young people with a physical impairment, specially adapted equipment can be recommended by an Occupational Therapist.

Waste Disposal

Continence pads from a small number of pupils can be put into the normal domestic waste system. It is generally considered good practice to double bag pads (after tipping any solid waste into the toilet). Double wrapped pads can be placed in the school waste disposal bin. Any person involved with placing the pads in the waste disposal bin must be aware that the bag contains continence pads.

Continence pads or waste that needs incinerating will need to be collected separately. We will contact our district council for details of this.

How many people are necessary for toileting procedures?

It is essential to us that the pupil's right to privacy and dignity is addressed in all personal care issues. If the toilet management plan has been agreed and signed by parents, pupils (where appropriate) and staff involved, there is no need to have more than 1 member of staff in the toilet unless this is necessary for the safe moving and handling of the child/young person. Good practice would recommend that staff should inform a colleague before starting the procedure and again when completed. We will aim to record the adult, date and time of any child being changed (see appendix).

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability.

Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same day. The parents/carers will be contacted confidentially either in person, by telephone or in a sealed letter.

On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Related policies:

Anti-bullying Policy

Health and Safety Policy.

Equal Opportunities Policy

Racial equality Policy.

Equality and Diversity Policy.

Child

Protection Policy

Code of conduct Policy

Safeguarding children Policy

First Aid Policy

Appendix 1

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.....
.....

Staff will.....

Target Achieved.....

Review date.....

Parents/Carer.....

Child (if appropriate).....

Senior Management/SENCo.....

Date.....

Appendix 2:

Record of intimate care:

Personal / Intimate Care and Toileting

Parental consent

Named Child

Name of child: _____ D.O.B. _____

Class / Teacher name: _____

All school staff trained in intimate / personal care have responsibility to carry out toileting and personal care duties in our school.

Parents/Carers have responsibility to provide:

Change of underwear
Nappies
Wipes
Plastic bag to return items home

Additional information from parents/carers:

Please identify any birthmarks / moles / blemishes or any other condition / important information that adults should be made aware of.

Please see Western Downland Primary School Personal/Intimate Care and Toileting Policy which can found on our website: <https://westerndownland.co.uk/>

If you require a paper copy of the policy please let us know.

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