

# Applecroft School



## Intimate Care & Toileting Policy

<b>Person Responsible:</b>	<b>Early Years Phase Leader</b>
<b>Review Cycle:</b>	<b>Annual</b>
<b>Date of Issue:</b>	<b>April 2026</b>
<b>Review Date:</b>	<b>April 2027</b>

# Intimate Care & Toileting Policy

## **1) Introduction:**

### **School Vision**

'To create a positive and inspiring community that nurtures each individual and empowers leaders for life'.

### **School Mission Statement:**

'Nurturing Potential, Inspiring Minds, Changing Lives'.

### **Values:**

- Ambition and Leadership
- Kindness and Supportiveness
- Respect and Honesty
- Determination and Resilience.

Applecroft School is committed to safeguarding and promoting the welfare of children and young people. Applecroft School is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental stage of the child, or as a result of disability or medical need.

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' aims to provide a clear framework for staff to ensure the safety and dignity of all learners when using the toilet and for those who need support with personal care, including toileting and continence management. It has been developed to safeguard both children and staff and applies to everyone involved in the intimate care of children.

As outlined by the NSPCC, 'Intimate Care' is a term used to describe activities involved in meeting the personal care needs of a child. It includes providing care which requires direct or indirect contact with, or exposure of, private parts of the body, such as:

- changing nappies, underwear, continence pads or sanitary wear,
- helping a child use the toilet,
- bathing, showering or washing,
- providing some forms of specialist medical care (such as inserting suppositories or pessaries).

It can also involve other forms of physical care, sometimes referred to as 'personal care', including:

- feeding,
- changing outer layers of clothing,
- applying or administering external or oral medication,
- hair care,
- washing non-intimate body parts,
- prompting children to go to the toilet.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with which some are unable to do so due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

## **2) Aims and Objectives:**

This policy aims:

- To provide guidance and reassurance to staff and parents/carers,
- To safeguard the dignity, rights and well-being of children,
- To assure parents/carers that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

## **3) Toileting and the Early Years Foundation Stage:**

Any roles who may carry out intimate care will have this set out in their job description. This includes Early Years Practitioners, Learning Support Assistants and Teachers.

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".

Parents/carers of Reception children, prior to them starting at Applecroft School, will be informed of the current 'Intimate Care and Toileting Policy' highlighting that we will change children for odd 'accidents' but not routinely as part of day-to-day personal care.

Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child (Appendix 3).

## **4) Intimate Care in Key Stage 1 and Key Stage 2:**

Key Stage 1 - We will inform all parents/carers of Reception children prior to them starting school of the current 'Intimate Care and Toileting Policy' highlighting that we will change children for odd 'accidents' but not routinely as part of day-to-day personal care. This will be applicable for the time a child is in KS1 (unless a parent/carer informs us differently in writing). If a child joins the school after the Reception year as an 'in-year transfer' a copy of this policy will be included in their 'new-starter pack'.

Key Stage 2 - Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space (disabled toilet) where the child may change on their own (there may be exceptional cases where an adult needs to intervene). We will supply warm water and wipes, clean clothes (either their own P.E. kit or to the best of our ability out of the 'lost property box') and a carrier bag. In the event the situation involves menstruation, the child should be directed to an appropriate member of staff with the skills and rapport to assist that child. Wherever possible, this should be discussed with the parents and child prior to intimate care being needed.

Where learners are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change. In this case, parents/carers will be given a copy of this policy and appropriate permissions and records of any intimate care will be made and maintained.

Applecroft School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

Applecroft School will take into account the religious views, beliefs and cultural values of the child and family as well as individual physical needs (e.g. periods, catheterisation, stoma care etc.) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

Applecroft School will work with all learners to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

Applecroft School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

## **5) Parental Responsibility:**

Partnership with parents/carers is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care.

For children who are not fully toilet trained before starting Applecroft School, a meeting will be arranged to discuss the child's need. Parents will be asked to agree and sign the toilet management plan (see Appendix 1). For children whose needs are more complex or who need particular support outside of what is covered in the permission form, an intimate care plan will also be created in discussion with parents/carers.

Much of the information required to make the process of intimate care as comfortable as possible is available from parents/carers. Prior permission must be obtained from parents/carers before regular intimate care procedures are carried out (see Appendix 2).

Parents/carers should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Education, Health and Care Plans (EHCPs), Individual Support Plans (ISPs), Individual Healthcare Plans (IHPs) and any other plans which

identify the support of intimate care where appropriate. Exchanging information with parents/carers is essential through personal contact, telephone or correspondence. Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs. Parents/carers must ensure that school always has their emergency contact details.

#### **What Applecroft School expects of parents/carers:**

- Parents/carers will endeavour to ensure that their child is continent before admission to school (unless the child has SEND or medical needs)
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition
- 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/carers accept that on occasions their child may need to be collected from school
- Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs
- Parents/carers must ensure that school always has their emergency contact details.

#### **6) Staff Responsibilities:**

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parent. 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 an assigned member of staff. Appropriate support and training should be provided when necessary.

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

- 1) Alert another member of staff
- 2) Escort the child to a changing area
- 3) Collect equipment and clothes
- 4) Adult to wear gloves
- 5) Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult
- 6) Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to the child's parents/carers at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin in the toilets
- 7) Children are expected to dress themselves in clean clothing, wash their hands and return to class
- 8) Adult should wash their hands thoroughly after the procedure
- 9) Area to be cleaned and disinfected by adult before returning to class.

All acts of intimate care must be recorded including date, time, and name of child, adult in attendance, nature of the incident, action taken and concerns or issues. These records will also be used to monitor progress. Parents/carers will be informed as soon as possible via Arbor that intimate care has taken place.

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

#### **7) 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 Equality Act 2010.

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 Education Health and Care Plan in the SEND Code of Practice. A toileting program would be agreed with parents/carers 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 and Wellbeing Lead/SENDCo, teaching staff and parents/carers would seek further support, e.g. a G.P.'s referral for the child for specialist assessment.

Some children may have an Education Health Care Plan of special educational needs before entering school. The EHCP will outline the child's needs and objectives and the educational provision to meet these needs and objectives. It may identify delayed self-help skills and will 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.

#### **8) Trustee Responsibilities:**

- To ensure there are appropriate toileting facilities to meet the needs of all learners including those with bladder and bowel health issues,
- To ensure that sufficient staff are trained to meet the needs of learners,
- Ensure that this policy is monitored and reviewed at least annually.

#### **9) 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 1) has been agreed and signed by parents/carers, 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/carers 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. Local Child Protection procedures will be adhered to at all times.

#### **10) Related documentation**

When reading this policy please be aware of and refer to the following related documents:

- Child Protection policy
- Safeguarding policy
- Supporting Children with Medical Needs policy
- Health and Safety policy
- Special Educational Needs & Disabilities (SEND) policy.

# Applecroft School



## Toilet Management Plan

Child's name..... DOB.....

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 (if applicable).....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Personal Assistant (if applicable).....

Senior Leadership/SENDCo..... Date.....

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## Permission for 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, washing and toileting
- I will advise the school (Inclusion and Wellbeing Leader/SENDCo, Ms Ruth Johnson) of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)
- I will advise the school (Inclusion and Wellbeing Leader/SENDCo, Ms Ruth Johnson) of any medical complaint my child may have which affects issues of intimate care, and in her absence the Headteacher, Mrs Lisa Withe.
- I have read and understood the procedures that will be carried out in relation to intimate care support and will call the school if I have any concerns or to inform of any updates
- I **do not** give permission for my child to be given intimate care (e.g. 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 at home).

Name of parent/carer.....

Parent/carer signature.....

Relationship to child..... Date.....

Child's forename.....Surname.....

Male/Female.....Date of birth.....Year group.....

Address.....

.....

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### INTIMATE CARE PLAN

Parent/Carer	
Name of child	
DOB and Year Group	
Type of intimate care needed	
Frequency of care	
Name and role of medical professional who has provided advise for the plan (if applicable)	
Medical advice/ details of medication (if applicable)	
What resources and equipment will be used, and who will provide them?	
How procedures will differ if taking place on and off-site? i.e. School trip or outing (e.g. Library, Pantomime)	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan.	Assistant Headteacher
Name of parent/carers	
Relationships to child	
Signature of parent/carers	
Date	

Child	
Name of child	
How many members of staff would you like to help you?	
Do you mind having a chat when you are being changed/cleaned?	
Signature of child	
Date	

Plan review date (annual or more frequently if required)	
Frequency:	Date:
Date:	Date: