

Temple Meadow Primary School



Intimate Care Policy

Policy Ownership: (Headteacher)

To SLT:	July 2025
To Staff:	July 2025
To Governors:	July 2025
Live Date:	July 2025
Next Review Date:	July 2027

Aims

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

This policy aims to ensure that:

- Intimate care is carried out appropriately by staff, in line with any agreed plans.
- The dignity, rights and well-being of children are safeguarded.
- Children with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010.
- Families are assured that staff are knowledgeable about intimate care and that the needs of their children are considered.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, moving and handling, safeguarding) that protect themselves and the children involved.

Legislation and statutory guidance

This policy complies with statutory guidance, including:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- The Children Act 1989 & 2004
- The Equality Act 2010
- The UN Convention on the Rights of the Child (CRC)
- Health and Safety Executive (HSE) Guidance
- Special Educational Needs and Disability (SEND) Code of Practice

Role of parents

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Temple Meadow, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be supported. In addition to this, inclusive schools such as Temple Meadow may have children with disabilities and medical conditions that require support with their personal and intimate care needs.

To help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to do so, although they are encouraged as they progress through the school to use the toilet during break times.

Toilet Readiness

Toilet training is a very important milestone for each and every child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with families in order to give the child continuity between their home and school. When a child does join us that is still in nappies, we ask that families let us know as soon as they start to think about toilet training in order to maintain consistency between home and school.

Communication is the key: if you make sure that the staff know what you are doing at home and we will do the same. It is important for all adults involved with the child – parents, staff, grandparents, childminders etc to follow the same toilet training plan. This will ensure the child knows what is happening and won't be confused.

Signs of toilet training readiness:

- Your child knows what 'wee' and 'poo' are.
- Your child's nappy is dry a couple of hours after his/her last nappy change indicating that he/she is getting some bladder control.

- Your child is aware when they are doing a ‘wee’ or ‘poo’.
- Your child can tell you in advance that they need a ‘wee’ or ‘poo’.
- Your child becomes uncomfortable and complains about dirty nappies.
- Your child can take off their own clothes and needs minimal help with it.

Seeking parental permission

For children who need routine and/or frequent intimate care (e.g. for toileting), parents will be asked to sign a consent form at the beginning of each academic year (*see appendix 1*).

For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure. If the school is unable to get in touch with any of the named contacts and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform families afterwards.

We ask that families:

- Agree to change the child at the latest possible time before coming to school.
- Provide spare pants, pull ups or nappies, wipes, nappy sacks and a few changes of clothing.
- Agree to dress their child in clothes which are easy for the child to pull up and down, avoiding tights or clothes with lots of fastens or belts.
- If your child is changed into spare clothes, we would appreciate these clothes are washed and returned to us as soon as possible.
- Understand and agree to the procedures to be followed during changing at school.
- Agree to inform school should the child have any marks/rash.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, family, the child (when possible) and any relevant health professionals. The school will work with family and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their family will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. (*See appendix 2 for a blank template plan to see what this will cover*).

Sharing information

The school will share information with families as needed to ensure a consistent approach. We expect families to also share relevant information regarding any intimate matters as needed.

Role of Staff

At Temple Meadow Primary School we are highly experienced in helping families identify if their child is ready for toilet training. The toilets in school are age-appropriate children's toilets and welcoming to the children.

Good hygiene practices are always followed at school and the children are shown how to use the toilet and how to wash their hands each time.

‘Accidents’ are dealt with calmly, sympathetically and in a way which does not make the child feel they have done anything wrong.

Which staff will be responsible?

Any staff who may carry out intimate care will have this clearly set out in their role. This can include Learning Support Practitioners and Teachers. No other staff members will provide intimate care.

All staff at the school who carry out intimate care have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake.
- Regular safeguarding training.
- If necessary, moving and handling training that enables them to remain safe and for the child to have as much participation as is possible.
- They will be familiar with:
 - School hygiene and health and safety procedures linked with carrying out intimate care support
 - They will also be encouraged to seek further advice as needed.

Intimate care procedures

How procedures will happen

- One member of staff will guide the child to the changing area or into the appropriate toilets, dependent on the level of intimate care required.
- The adult will encourage the children to get their bag with their intimate care items (e.g. nappies, pull ups, pants, cleaning wipes and nappy sacks) inside.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies or pull ups.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- The changing tables are cleaned appropriately after use for each child.
- Children are encouraged to wash their hands with soap and dry them afterwards.
- Nappies and pull ups are disposed of hygienically in the appropriate bins.
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the family to take home.
- In addition, staff ensure that nappy changing is relaxed and a time to promote independence in young children.

Temple Meadow Primary School already have procedures in place for dealing with spillages of bodily fluids. The same precautions will apply for nappy changing:

- Staff to wear aprons and disposable gloves.
- Nappies or pull ups to be disposed of appropriately.
- Hot water and soap available to wash hands after changing is done.
- Hot air dryer or paper towels available to dry hands.

For children needing routine intimate care, the school expects parents to provide, when necessary, a good stock of essential resources, such as nappies, underwear and/or spare sets of clothing. Any soiled clothing will be contained securely and discreetly returned to parents at the end of the day.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures to the school's Designated Safeguarding Lead.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the school's Designated Safeguarding Lead.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

H&S considerations**Moving and handling**

When supporting children with toileting needs linked to table changing, staff will ensure that safety measures outlined in the 'Access steps for changing' risk assessment are adhered to, in order to reduce the risk of injury. Only staff who have undertaken appropriate training should conduct activities that involve the moving and handling of pupils.

Medical care Plan/Risk Assessment

If a child is subject to a medical care plan/risk assessment, they may have specific care needs linked to their toileting requirements. Specific requirements may include supervision, adult PPE and/or safe disposal. Staff will consult the individual care plan/risk assessment for guidance in this instance.

Monitoring arrangements

This policy will be reviewed by the Early Years Lead and the School Business Manager every two years. At every review, the policy will be approved by the governing board.

Links with other policies

This policy links to the following policies and procedures:

- Child protection and safeguarding policy
- Health and safety policy
- SEND and disability policy
- First aid and medical policy
- Early Years policy

Family support and advice

- Speak with your child's teacher/key worker.
- Speak to your health visitor.
- School can make a referral to the school nurse team.
- Speak to your local Family Hub.
 - Rowley Family Hub - Tipton & Rowley Family Hubs | Barnardo's
 - 0121 5225150
- Look at or contact ERIC, the children's bowel and bladder charity.
 - They provide lots of useful information on the website to support toilet training with all children.
 - Home - ERIC
 - 0808 8010343

Appendix 1: template parent consent form for intimate care

Temple Meadow Intimate Care Consent Form			
Child's Name:		Date of Birth:	
Class/Year Group:			
Parent/Guardian Name:			
Relationship to Child:			

Introduction

At Temple Meadow Primary School, we are committed to ensuring that all children receive care in a safe, respectful, and supportive environment. Our **Intimate Care Policy** has been developed to ensure that all children's needs are met with dignity, respect, and in line with safeguarding procedures. The policy includes practices and procedures for children requiring support with tasks such as toileting, changing clothes, and personal hygiene.

To ensure that your child's intimate care needs are met effectively, we require your consent for staff to assist your child in these activities.

Consent for Intimate Care

- ✓ I give my consent for school staff to provide intimate care for my child as required.
- ✓ I have read and understood the **Intimate Care Policy**, available on the school's website.
- ✓ I understand that all intimate care will be carried out in a manner that respects my child's privacy and dignity, and that the school staff will follow appropriate protocols to ensure safety and comfort.
- ✓ I agree that the school may inform me if my child's intimate care needs change or if any issues arise during these activities. This may include changes to the frequency of care or any incidents that occur while care is being provided.
- ✓ I understand that only trained and suitable staff will carry out intimate care tasks, and that discretion will be used regarding the number of staff involved.
- ✓ I give my consent for staff to seek immediate medical assistance or to contact me in the event of an emergency or incident relating to my child's intimate care.
- ✓ If there are any specific cultural, religious, or medical factors I should inform the school about regarding my child's intimate care, I understand that I am encouraged to provide this information in writing to the school.

Signature of Parent/Guardian

By signing below, I consent to the provision of intimate care for my child as outlined above. I understand that I have the right to withdraw or modify my consent at any time by notifying the school in writing.

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian name: _____

Appendix 2: template intimate care plan PARENTS/CARERS

Temple Meadow Intimate Care Plan		
Parents/Carers		
Child's name:		
Class/year group:		
Type of intimate care needed:		
How often will intimate care be needed?		
Where will intimate care take place?		
What resources will be needed? Who will provide them?		
Parent/carer signature:		Date:
School staff		
What training will staff be given?		
What procedures will be in place if offsite on a trip?		
SLT member responsible for ensuring the intimate care plan is followed:		
Person completing the form		Date:
Child (if appropriate)		
How many adults would you like to help you?		
Do you mind talking when being changed or washed?		
Signature of child		Date:
Review cycle – twice a year		
Next review date:		
To be reviewed by:		

Staff name and role	Signed	Date
Anita Van Straaten (Headteacher)		
Becky Dale (Deputy Headteacher)		
Louise Bayley (Inclusion Lead)		
James Maton-Collingbourne (SBM)		