



BANNOCKBURN
Primary School

Intimate Care and Toileting Policy

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| Date of Last Review: | November 2025 |
| Approved by: | Academy Committee Members (November 2025) |
| Date of Next Review: | November 2027 |

Bannockburn Primary School is committed to safeguarding and promoting the welfare of children and young people. 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.

Intimate care is defined as any care which involves washing, touching or carrying out an intimate procedure that most children carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Pupils with a physical disability may be unable to meet their own care needs for a variety of reasons and will require regular support.

The school recognises its duties and responsibilities in relation to the Disability Discrimination Act, which requires that any child with an impairment affecting his/her ability to carry out normal day to-day activities must not be discriminated against.

We recognise that there is a need for children to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain to either the child or adult.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have toileting accidents and need to be attended to. In addition to this, an increasing number of children with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order 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 go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support suggested through a training programme, requested by a child's GP and/or the school nurse or parent/carer.

Where a child has continuing incontinence problems (e.g. beyond EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a limited stock of spare clothes in various sizes.

If a child soils him/herself during school time, one member of staff (Teacher, Teaching Assistant or Early Years Practitioner) will help the child:

- To remove their soiled clothes
- Clean their skin (this usually includes bottom, genitalia, legs, feet)
- Dress the child in their own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

All areas designated for changing nappies will have the following equipment:

- 1) A nappy bin.
- 2) A changing mat.
- 3) Nappy bags.
- 4) A supply of aprons and gloves for staff.

- 5) Hand sanitiser
- 6) Disinfectant wipes to clean the changing mat.
- 7) A record Log.

Procedures:

- Staff should inform another adult of the task they are about to undertake, and a record should be made of who undertook the intimate care and at what time, plus whether the child only urinated or defecated.
- If the child is being supported with toileting in a designated toilet the door should be closed but not locked. A sign should be put up to indicate to other staff not to enter at this time. If a sign is not readily available, the adult should position their body to protect the child's dignity.
- When children are being supported with toileting in shared toilet areas, they should be the only child there at this time.
- Staff should wear disposable gloves and aprons while supporting a child with toileting.
- Soiled nappies should be placed in nappy bags and disposed in the nappy bins.
- Soiled clothing will be sealed in a nappy bag and returned to parents.
- The changing mat should be cleaned before and after use.
- Hands should be washed with hot water and soap and dried once the task is complete.
- Parents/carers should supply nappies, nappy bags and wipes. School will provide nappy bags, gloves, aprons, and a nappy bin to dispose of any waste. Parents should provide a change of clothes.
- Parents will only be contacted in extreme cases linked to sickness and diarrhoea or if the child refused to let the member of staff support them/became distressed.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child, if they are unable to do so themselves. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

Our approach to best practice for ultimate care needs in addition to accidents.

- 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 outside professional agencies.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes, such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on a care plan (if relevant for a child with medical needs.)
- 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.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.

- This information should be treated as confidential and communicated in person or via telephone and recorded within school.

Child Protection

The Governors and staff of Bannockburn Primary School recognise that children with additional needs are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead (DSL).

If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be examined at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

The dignity of each child and care for those within our care is the responsibility of all staff.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed safeguarding procedures. The Whistleblowing Policy should be referred to if a member of staff wishes to make an allegation against another colleague.