



The Drive Community Primary School
Intimate Care and Toileting Policy

September 2026 – September 2028

Statement of Intent

The Drive Primary understands the importance of its responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age, stage of development or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

All staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The Drive is committed to providing intimate care for children in ways that:

- Maintain their dignity
- Are respectful at all times
- Are sensitive to their needs and preferences
- Maximise their safety and comfort
- Protect them against intrusion and abuse.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

Definition

Intimate care is the hands-on, physical care in personal hygiene, as well as the physical presence or observation during such activities associated with the process as part of a staff member's duty of care. In the cases of specific procedure only staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam)

Intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Providing oral care
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

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 of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Health and safety

- The Health and Safety Policy lays out specific requirements for cleaning and hygiene,
- including how to deal with spillages, vomit and other bodily fluids.

- Any member of staff that is required to assist a pupil with changing a medical bag will be trained to do so.
- Staff will wear disposable aprons and gloves while assisting a pupil in the toilet or while changing a nappy, incontinence pad or medical bag.
- Soiled nappies, incontinence pads and medical bags will be securely wrapped and disposed of appropriately.

Our approach to best practice

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 Lingey House 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 attended to. In addition to this, an increasing number of children with disabilities and medical conditions are being included in mainstream settings. Some of these children may require adult assistance for 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 go. Children have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular intervals to go to the toilet, flush and wash their hands.

Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage children to do as much for themselves as they can. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, then the reasons should be clearly documented.

On-going intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

In specific cases, there will be liaison with the pupil and parents, and an individual intimate care plan will be created to ensure that reasonable adjustments are made for any pupil with a health condition or disability.

Parents will be contacted if the pupil refuses to be changed or becomes distressed during the process.

Role of parents/carers

Parents/carers should give permission for intimate care as their child enters school. The permission slips are kept on record. All staff are informed of those children where no permission is given. If permission is not given, then a parent/carer would be called to come and provide the intimate care for their child.

Where a child has continuing incontinence issues, parents/carers are expected to provide a complete set of spare clothes and baby wipes. The school also keeps a stock of spare clothes in various sizes.

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Role of The Drive Staff

School staff have access to toilet areas where children can have privacy and there is access to warm water. If a child wets/soils him/herself during school time, one member of the school staff (Teacher, teaching assistant, meals supervisor) will help the child to;

- Remove their soiled clothes.
- Clean skin (this usually includes bottom, genitalia, legs)
- Dress in the child's own clothes or spare clothes provided by the school.
- Wrap soiled clothes in plastic bags and give to parents/carers to take home.

At all times, the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, the member of staff telephones the parent/carers. In the event of a child being reluctant to be changed and refuses, the parent/carers will be contacted immediately.

Our intention is that the child will never be left in soiled clothing. As soon as a member of staff is aware of a situation, she/he will clean the child.

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 encourage the child.

Legal Framework

This policy has due regard to the relevant legislation, including, but not limited to the following;

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to the following;

- DfE Keeping Children Safe in Education.



Permission Form for Intimate Care

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and, if necessary, cleaned as quickly as possible. Our staff are experienced at carrying out this task should you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

The Drive Primary School has an Intimate Care Policy which is available to view.

Please complete this form stating your preference.

Name of child:

Date of Birth:

Please tick as appropriate

- I do give consent for my child to be changed and cleaned if they wet/soil themselves in the care of The Drive Primary School. ☐
- I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact, and I will organise for my child to be cleaned and changed without delay. I understand that in the event of I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact to aid my child. ☐

Name of Parent / Carer:

Signature:

Date: