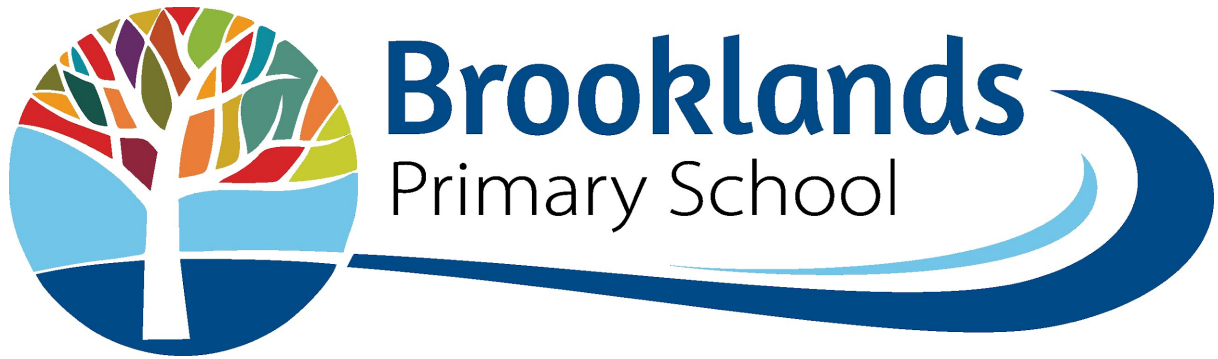




Toileting and Intimate Care Policy

Date of last Review: March, 2025

Shared with all Staff: April, 2025

Next Review: Spring 2027

All children at Brooklands Primary School and Nursery have the right to be safe and be treated with dignity, respect and privacy at all times.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy, Equality Policy and Administering of Medicines Policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005:

Brooklands' staff will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission;
- No child will be sent home or have to wait for their parents/carers due to incontinence;
- Adjustments will be made for any child who has delayed incontinence.

Intimate Care Tasks – cover any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers

Staff at Brooklands work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- what care is required;
- number of staff needed to carry out the task (if more than one person is required, the reason will be documented);
- additional equipment required;
- child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;
- child's level of ability i.e. what tasks they are able to do by themselves;
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care;
- be regularly monitored and reviewed in accordance with the child's development.

Intimate Care in the Early Years

Children up to the age of 5 should be supported in their intimate care. A changing unit is provided for children up to the age of 5 years. Alternatively, the child may prefer to stand on a changing mat whilst changing. Staff will change nappies and ensure children are clean. Older children are encouraged to self-clean using wipes when appropriate.

Intimate Care in K.S.1 and K.S.2

Children aged 6 or over should be supported in their intimate care in the disabled toilet next to the Leadership Office. The child should be encouraged to stand on a changing mat to self-clean with guidance from the adult support.

Parents/Carers are asked to supply the following:

- spare nappies / pull-ups
- wipes, creams, nappy sacks etc
- spare clothes
- spare underwear

The school will supply the following:

- appropriate changing facilities;
- disposable aprons;
- plastic gloves;
- spare nappies, pull-ups, underwear in case of accident;
- hand sanitizer.

Best Practice

When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can; lots of praise and encouragement will be given to the child when they achieve.

All staff will have a DBS Check as part of normal practice. Particular staff members are identified to change a child with known needs.

Safeguarding

Staff are trained on the signs and symptom of child abuse which in line the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Wherever possible, a child will be cared for by the same adults on a regular basis.

Should a child become unhappy about being cared for by a particular member of staff, the DSL or Class Teacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL will seek advice from other agencies.

Information will be provided to parents/carers alongside this policy. A simple agreement outlining who is responsible for the intimate care of the child and when and where this will be carried out will be shared. This agreement will allow the school and the parent/carer to be aware of all the issues surrounding the task from the outset. An intimate care record will be kept at school and shared with parents/carers as necessary.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the appropriate bins. When dealing with body fluids, staff must wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home— staff should not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

See Appendices below

Intimate Care Plan

Student's Name:	
Date of Birth:	
Name, address and contact details for parents and carers:	

What aspects of intimate care are required?	
How often is this required?	
Where is this to be administered?	
How is this administered?	
Parent or Carer's Name	Signature
Teacher/SEND CO	Signature

