

Duke Street Primary School



I CARE

Intimate Care Policy 2026/27

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Preface

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self belief.

Children present in many different ways with regards to their toileting independence as they begin to attend part of full-time school.

- Fully toilet trained across all settings
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school
- Be fully toilet trained at home but prone to accidents in new settings
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well-structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but will master these skills during the first few weeks
- Have Special education needs or disability (SEND) that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into Foundation Stage and Key Stage 1 provision can present a challenge to schools. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children.

Introduction

Duke Street Primary is aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Definition of Intimate care

- Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.
Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.
- In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

Aim

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Duke Street Primary respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible

Child Protection

The normal process for assisting with personal care, such as changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS

checks are rigorous and are carried out to ensure the safety of children with staff employed at our school.

Section 18 in the government guidance 'Safe Practice in Education' states that:

'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'

It is recommended that the adult who is going to change the child informs the teacher/ another member of classroom staff if in the school, that they are going to do this. There is no written legal requirement that two adults have to be present and schools will make this judgement in conjunction with the child and their family.

Recruitment

- Parents must feel confident that relevant staff have been carefully vetted and trained helping to avoid potentially stressful areas of anxiety and conflict.
- Recruitment and selection of candidates for posts involving intimate care should be made following the usual Criminal Records Bureau checks, equal opportunities and employment rights legislation.
- Candidates should be made fully aware of what will be required and detailed in their job description before accepting the post.
- Enquires should be made into any restrictions the candidates may have which will impede their ability to carry out the tasks involved. This will enable employers to identify and provide necessary support and adjustments that are practical.
- Where possible, pupils may be involved in the recruitment process, dependent on their age and ability to understand.
- It is recommended that candidates have an opportunity to meet the child with whom they will be working.
- Wherever possible, staff should work with children of the same sex in providing intimate care respecting their personal dignity at all times.
- Trained staff should be available to substitute and undertake specific intimate care tasks in the absence of the appointed person.

- No employee can be required to provide intimate care. Intimate care can only be provided in school and foundation stage settings by those who have specifically indicated a willingness to do so, either as part of their agreed job description or other arrangements.

Location of changing

Whenever possible it is recommended that:

1. Mobile children are changed standing up
2. If this is not possible the next best alternative is to change a child on a mat on a suitable surface. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

Resources

Changing time can be a positive learning time and an opportunity to promote independence and self worth. Duke Street Primary School ensures there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags
- Cleaning equipment
- Bin

Parents need to ensure they supply spare clothes, wipes and nappies.

School responsibilities

We will work with parents/carers to promote toilet training, unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will ensure that an intimate 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, if needed. The intimate care plan will be reviewed at least annually or sooner if the learner's needs change.

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.

School will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

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

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.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carers responsibilities

Parents/carers must ensure that they provide all relevant information to school, 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 ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

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.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent/carers or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

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

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- SEND policy

Appendix A: Signed Agreement for Personal Care of Child



Duke Street Primary School



Dear parents/guardians,

As you are aware and have made school aware, your child has a specific medical condition or special educational need which means that their toileting needs are more difficult for your child to manage independently. With this being brought to our attention, we would like to work together to support your child's needs.

All staff at Duke Street Primary aim to meet the specific and individual needs of all children. We will aim to support your child with toileting.

During the school day, key members of staff will change your child's nappy for a minimum of 3 times (am break, lunch, pm break) and whenever else is felt necessary or support with toileting (i.e. wiping or changing soiled clothing) when needed.

All members of staff at Duke Street have received DBS clearance and have agreed to support with the self-care management of your child.

Please fill in the attached slip to agree to the terms and conditions listed above.

Kind regards,

L Reay

Mr L Reay

Assistant Headteacher/SENDCo

Nappy changing parental consent slip

Child's Name _____ Class _____

I give permission for key members of staff to change my child's nappy or support with self-care and I understand the terms and conditions of this. I also understand that all members of staff are DBS cleared.

Signed: _____ Date: _____

PLEASE SIGN AND RETURN



Appendix B: Log Sheets for children needing personal care



Duke Street Primary School



Toileting/Self-Care Support Log Sheet

Name of Child _____

[illegible]

Duke Street Primary School

[illegible]