



Intimate Care Policy **2025**

Through Christ we believe, inspire, achieve.

Completed by: C Jasper
Last Updated: June 2025
Agreed by Governors: 25th June 2025
Next Updated: June 2026

1. Promoting Personal Development - Continence

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery/primary school. However we acknowledge that there may be children with longer term continence issues for whom an individual health care plan may need to be put in place. In addition there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self-care.

English Martyrs Catholic Primary School is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing, fulfil a commitment to the promotion of our inclusive school ethos.

We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child.

2. Health and Safety

If a child needs support, due to incontinence, and needs to be cleaned and given a change of clothes the following areas within school will be used to ensure that the child is given the appropriate privacy and their dignity can be maintained. In the main school the child can use their year group toilet and/or the cloakroom. Other children will be prevented from using these areas at the same time. If needed there is the disabled toilet area which provides additional space for attending to a child's personal needs.

In the Nursery the children's toilets will be used when deemed appropriate by staff. If however staff feel the child needs more privacy in order for their dignity to be maintained the disabled toilet area may be used. This would be an appropriate environment for attending to children who wear nappies. The changing station with steps is to be used.

Each of these areas will have appropriate resources provided:

Nursery:	Main School:
<ol style="list-style-type: none">1. Disposable gloves and aprons2. Wet wipes3. Where necessary spare pull ups (provided by home)4. Nappy sacks5. Separate bin for disposal of nappies6. A selection of suitable spare clothing7. Plastic bags for wet/soiled clothing8. Antibacterial cleanser9. Air Freshener	<ol style="list-style-type: none">1. Disposable gloves and aprons2. Wet wipes3. Spare underwear4. Plastic bags for wet/soiled clothing5. Antibacterial cleanser6. Air Freshener

If a child accidentally wets or soils him/herself they will be attended to in either of the designated areas referred to above.

Staff involved in this procedure will be expected to wear disposable gloves. Aprons provided will be considered appropriate for staff involved in the changing.

Wet or soiled pull ups will be double wrapped and disposed of via the normal domestic waste route. Gloves and aprons and any items used for cleaning the changing area will be disposed of.

Wet or soiled underwear/clothing will be returned to parents if possible. Temporary storage of these will be in an identified area prior to the child being collected at the end of the session/school day.

The changing area will be cleaned after use.

Hot water and liquid soap will be available to wash hands as soon as the task is complete. A hot dryer and/or paper towels will be available for drying hands.

3. Child Protection

We have no anticipation that the changing of a child either in pull ups or otherwise should raise any issues of child protection as all staff have been CRB checked. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs. The person attending to a child will always be a member of the school staff and **must ensure that they inform the other staff on duty**. Students/volunteers on placement will **not** be involved in supporting children in this area of care.

At all times staff will be encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities within school.

If any marks or injuries are noticed on a child during changing this should be immediately referred to the Designated Safeguarding Lead to follow up.

4. Agreeing a procedure for personal care

Parents will be kept fully informed of the procedures the school will follow should their child need changing during school time. This information will be shared with parents during Home Visits. Parental consent for children to be changed in Nursery/ School will be collated during the staggered intake in September. A copy of the school policy will be made available on the school website or is available on request.

Guidelines for staff involved in the process as detailed below will be visibly displayed in both designated changing areas. This will ensure they follow the correct procedure.

- If at all possible children should be changed standing up.
- Any soiled or damp clothing should be placed in a plastic carrier bag and stored for a temporary basis in the changing area/ designated area and given to parents at the end of the session where possible.

- Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
- Gloves and aprons and any items used for cleaning the changing area will be disposed of.
- Hands should be thoroughly washed afterwards.

Should a child with particularly complex needs be admitted the school will work closely with the health care professionals involved in any forward planning activity.

5. Resources

It is appreciated that changing a child may take up to ten minutes, maybe longer in certain circumstances. In the school context of the nursery, changing will be undertaken by either an early years practitioner or foundation stage TA. In the main school a TA or Teacher will be involved and at lunchtime this will come under the remit of a member of staff from the child's year group.

In consideration of this within the context of the nursery setting the maximum adult pupil provision is 1:13 and 1:8. As a result, a member of staff needs to be released to attend to a child who needs changing. Occasionally, this may impact on the provision of key groups within the setting, i.e. children in outdoor play may be asked to return inside for the duration.

If, at any time, supervision of the children is deemed to be compromised in any way, telephone contact with the main school will ensure that additional staff are deployed immediately to enable the personal needs of any child can be addressed as quickly as possible.

Where a child has a longer term need the school's leadership team will ensure that additional resources are allocated to that area of school to enable the children's individual needs to be met.

6. Keys to success

A successful transition to independence in this area of self-care is more likely to be achieved when we, as practitioners, work closely with parents with a positive approach to supporting the child in this aspect of their development.

We will not assume that the child has failed to achieve full continence because this has not been attempted in the home. However, where this is the case we will have a positive and structured approach developed, in partnership with parents and carers, to ensure a successful outcome for the individual.

If there is further concern that delayed continence may be linked with delays in other aspects of the child's development, this will be sensitively discussed with parents and carers and a specifically planned programme be jointly developed and agreed.

There are other professionals who can help with advice and support. The Family Health Visitor or appropriate nurse will have knowledge of who can be contacted to offer support and advice in this area. Health Care professionals can also carry out a full health assessment in order to rule out any medical cause of continence problems.

7. Partnership Working

In order to achieve a clear understanding of the shared responsibilities of both parents and school, it may be appropriate to set up a mutual agreement which will define each other's expectations. This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs.

If this is deemed necessary, issues discussed and agreed may cover the following areas.

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school/setting with spare pull ups/underwear, a change of clothing.
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the school should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e., the school would not undertake to change the child more frequently than if she/he were at home
- Agreeing to review arrangements should this be necessary

The School/setting:

- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to discuss any marks or rashes seen
- Agreeing to review arrangements

8. Monitoring and Review

Members of the governing body Safeguarding committee, will review this policy annually.

Further Information and Guidance

Toileting Issues for Schools and Nurseries (Leicester, Leicestershire and Rutland Specialist Community Child Health Services). Available from Early Years Co-ordinator (SEN), Early Years Support Team, New Parks House, Pindar Road, Leicester, LE3 9RN or email: early.yearssupport@leicester.gov.uk

Enureris Resource & Information Centre (ERIC), 34 Old School House, Britannia Road, Kinswood, Bristol, BS15 8BD. Telephone: 0117 960 3060. Website www.eric.org.uk

Good Practice in Continence Services, 2000. Available free from Department of Health, PO Box 777, London SE1 6XH or www.doh.gov.uk/continenceservices.htm

Managing Bowel and Bladder problems in Schools and Early Years Settings (Guidelines for good practice), PromCon, Disabled Living, Red Bank House, 4 St Chad's Street, Manchester M8 8QA. Telephone: 0870 777 4714. Email: promocon@disabledliving.co.uk Website: www.promocon.co.uk

Keep it clean and healthy, Infection Control Guidance for Nurseries, Playgroups and other Childcare settings. Published by Pat Cole, Hartford Cottage, 1 Longstaff Way, Hartford, Huntingdon, Cambridge, PE29 1XT. Email: pat@cole-hartford.fsnet.co.uk

English Martyrs Catholic Primary School
Intimate Care Plan

Name of Child:	Date of Birth:
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	COMMENTS
<p>The parent:</p> <ul style="list-style-type: none">• Agreeing to ensure that the child is changed at the latest possible time before being brought to school• Providing the school/setting with spare nappies/underwear & change of clothing• Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any prescribed cream• Agreeing to inform the school should the child have any marks/rash• Agreeing to a 'minimum change' policy• Agreeing to review arrangements should this be necessary	

<p>The School/setting:</p> <ul style="list-style-type: none"> • Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet • Agreeing how often the child would be changed • Agreeing to monitor the number of times the child is changed in order to identify progress made • Agreeing to discuss any marks or rashes seen • Agreeing to review arrangements 	<p>COMMENTS</p>
<p>Any Additional Issues:</p>	
<p>Date Plan completed:</p>	<p>Review Date:</p>
<p>Completed by:</p>	
<p>Signed: Headteacher/SENCO/Teacher:</p>	<p>Date:</p>
<p>Signed: School Nurse/Health Visitor:</p>	<p>Date:</p>
<p>Signed: Parent/Carer:</p>	<p>Date:</p>
<p>Signed: Parent/Carer:</p>	<p>Date:</p>

Changing Chart

Date	Name of Child	Changed: - Pull ups (PU) Pants (P)	List of clothing provided (if any)	Changed by (please initial)

Procedure for Changing Children

1. Be aware of and maintain child's dignity at all times.
2. Wash hands.
3. Assemble equipment including any provided by the parent (*pull ups, change of clothes, etc.*)
4. If appropriate, tie hair back and remove staff ID badge.
5. Put on gloves / apron.
6. Remove wet/soiled pull ups or clothing.
7. Is the child allergic to disposable wipes? If so, use warm water and a paper towel. If not, the child's skin should be cleaned with a disposable wipe.
8. Pull ups to be double-wrapped in a nappy bag and disposed of in bin.
9. Any soiled or damp clothing should be placed in a plastic bag and stored for a temporary basis in the entrance area and given to parents at the end of the session.
10. Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
11. Gloves and aprons and any items used for cleaning the changing area will be disposed of.
12. Hands of staff and children should be thoroughly washed afterwards.