HEAP BRIDGE VILLAGE PRIMARY SCHOOL

"Working together, learning together"

Intimate Care and Toileting Policy

Headteacher

Mr. M. Cockcroft

September 2026

BE POSITIVE ***BE PROACTIVE*** ***BE PROUD***

HEAP BRIDGE VILLAGE PRIMARY SCHOOL

Intimate Care and Toileting Policy

Introduction

Heap Bridge Village Primary School recognises that all children require access to clean, safe, well-maintained and private toilet facilities. We understand that some children may require support with personal care, including toileting, changing and continence management, either because of their age and stage of development or as a result of a disability, medical condition or additional need. The primary aim of the school is to ensure that all pupils are safe, secure and protected from harm. The school also recognises that maintaining high standards of hygiene and cleanliness within toileting facilities contributes positively to children's health, wellbeing, dignity and comfort whilst in school.

Aim

The aim of this policy is to provide a clear framework for staff when supporting pupils with toileting and intimate care needs. The policy seeks to ensure that children are treated with dignity, respect and sensitivity at all times whilst safeguarding their wellbeing. It also outlines the responsibilities of staff, parents and carers, and explains the support that pupils and families can expect from Heap Bridge Village Primary School.

Principles

Heap Bridge Village Primary School is committed to providing a caring, inclusive and supportive environment in which every child is valued as an individual. The school recognises that pupils who require intimate care support have the same rights to privacy, dignity and respect as all other children. Wherever possible, pupils will be encouraged and supported to develop independence in managing their own personal care. Their views, preferences and feelings will be considered and respected, and care will be provided in a manner that promotes confidence, self-esteem and wellbeing. The school will strive to ensure continuity and consistency of care through effective communication between school staff, parents and relevant professionals.

School Responsibilities

Heap Bridge Village Primary School will work with pupils, parents, carers and relevant health professionals to ensure that all pupils have access to appropriate toileting facilities and support. Where a child requires regular intimate care, an individual care plan will be developed in consultation with parents or carers and, where appropriate, with healthcare professionals and the child themselves. Care plans will clearly identify the child's needs, the support required and the staff responsible for providing that support. Care plans will be reviewed annually or sooner if circumstances change.

The school will ensure that all members of staff who provide intimate care have undergone appropriate safeguarding checks and have received relevant training. Wherever possible, intimate care will only be undertaken by staff identified within the child's care plan. In exceptional circumstances where named staff are unavailable, parents will be contacted to discuss alternative arrangements. Only in emergency situations would intimate care be provided outside agreed arrangements, and such instances will be reported to senior leaders and communicated to parents as soon as possible.

The school will maintain a written record each time intimate care is provided. Records will include the date, time, nature of the care provided, staff involved and any observations or concerns arising from the intervention. Any changes in a child's appearance, presentation or behaviour that give rise to concern will be recorded and reported in accordance with the school's safeguarding procedures.

Staff will communicate sensitively with pupils before, during and after providing intimate care. Every effort will be made to preserve the child's privacy and dignity while ensuring their safety. The school will take account of any cultural, religious or personal preferences and will maintain strict confidentiality regarding all personal care matters.

Governors' Responsibilities

The Governing Board has responsibility for ensuring that appropriate facilities, resources and procedures are in place to meet the toileting and intimate care needs of all pupils. Governors will ensure that sufficient staff receive appropriate training and that this policy is implemented consistently across the school. The Governing Board will monitor the effectiveness of the policy and review it at least every three years or sooner if required by changes in legislation, guidance or school practice.

Parent and Carer Responsibilities

Parents and carers are expected to work closely with the school to ensure that their child's toileting and intimate care needs are met effectively. They must provide the school with all relevant information relating to their child's needs and notify the school promptly of any changes to their child's medical condition, care requirements or medication. Parents and carers are also responsible for supplying any necessary equipment or resources, including spare clothing, wipes, nappies or pull-ups, where required. The school expects parents and carers to support their child in developing independence in personal care skills wherever possible.

Pupil Responsibilities

Pupils are encouraged to respect the school's toileting facilities and the privacy of others. Where appropriate, they should communicate with staff when they require assistance and participate in discussions about their individual care arrangements. Pupils should feel confident in seeking support from a trusted adult if they have concerns, feel uncomfortable or require help with any aspect of their personal care.

Related Documentation

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy,
- Health and Safety Policy,
- Supporting Pupils with Medical Conditions Policy,
- SEND Policy,
- First Aid Policy;
- And any individual healthcare or intimate care plans (IHCPs – see Appendix 1) that are in place for pupils.

Policy Review

Approved by: Local Governing Board

Policy Lead: Marcus Cockcroft – Headteacher

Next Review Due: September 2028

Appendix 1

CARE PLAN

Name of School: Heap Bridge Village Primary School

Child's/young person's details

Child's name	
Date of Birth	
Year group	
Home address	

Date of plan: September 2026

Planned review date: February 2027
(The plan should be reviewed at least annually or more frequently if the child's situation changes)

Name of person(s) completing plan and their role:

Family contact information

Name:	
Telephone number:	
Email	
Address if different to child	

Health contacts

Specialist nurse	
Consultant	
General Practitioner	
Health Visitor/School nurse	

Education contacts

Class teacher	
Special Needs coordinator (if relevant)	
Other support staff in school	

Description of child

Give brief details of child's interests, behaviour and relevant conditions, e.g. speech and language, mobility.

Description of continence difficulty

Goals for continence management

Describe how the child's bladder and bowel health is going to be promoted and maintained and how potential and independence are going to be appropriately promoted. You may include goals for parents, child and /or school staff depending on individual needs.

Goals for school: **Goals for child:** **Goals for parents:**

Medication

Details of medication. If any medication needs to be taken in school refer to the school's medical policy and follow school procedures.

Management and description of routine

e.g. details of drinking, toileting and changing routines, aides used and any reward schemes

Details of help required for personal care, who will provide this, where and how

Arrangements for sporting activities, school visits/trips etc

PE lessons:

School trips:

Details of staff training needed/undertaken

Include who has been trained, the training given, by whom with dates and signatures of trainer and staff member

Use and disposal of continence products and aids

Include arrangement for soiled clothes and underwear, provision or new/spare equipment e.g. catheters).

Emergency situations

Describe what would constitute an emergency for the child and what action should be taken. Schools should always act in line with their safeguarding, medical and first aid policies.

Name of parent/carer ……

Signature of parent/carer …… **Date** ……..

Name of school representative ……..

Role/job title of school representative ……

Signature of school representative …… **Date** ……..

Name of child/young person: ……

Signature of child/young person: ……