



Intimate Care Policy

Kenilworth Primary School

*'High Aspirations Today, Inspiring the
Leaders of Tomorrow.'*

Ratified: October 2025

Review date: October 2026

Policy Statement

Kenilworth Primary School is committed to an inclusive approach to care and education. As part of our provision, we offer places to children who wear nappies or who need support in toileting, whatever their needs.

Children in nappies or who need toileting support and encouragement will be warmly welcomed and never discriminated against.

We see toilet training as an important self-care skill that children learn when they are developmentally ready, with the full support from staff. Where needed, we work closely with parents to support children in learning the skills required to be independent in their toileting.

It is our intention and commitment to always meet the needs of children in our care, and respond to them as their needs arise.

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff, and apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

The following procedure applies when a child has had a toileting accident:

- Two members of staff to support the child in changing their soiled clothes. We will endeavor to encourage them to be as independent as possible.
- A changing log is kept to record every child who is changed.
- The child will be changed in a place that respects their privacy.
- The adults involved when changing a child will include staff known to the child. Supply teachers, students, volunteers and staff who do not regularly cover will not be involved in this process.
- The member of staff who is to change the child will first inform another member of staff in the room of their intention.

- The child will be taken to the classroom toilet cubicle and helped to change his/her clothes as discretely as possible. All wet or soiled clothes will be placed in a plastic bag, and attached to the child's bag ready to go home.
- Practitioners are trained in safeguarding, and understand the balance between protecting the privacy of the child whilst being open with the staff team about their intimate care intentions. They will talk to the child at the appropriate level as they support them, and interact appropriately e.g. by explaining their actions or reassuring the child.
- Where the child has had a bowel motion, the child will be assisted to clean him or herself up. The child will be made as clean as is possible without causing discomfort or distress.
- The child will be reassured at all times, and not made to feel embarrassed or ashamed.
- In situations where the child is becoming upset, is reluctant to be helped, or is in need of a bath or shower, the parents may be called.
- Parents will be informed discretely when they collect their child.
- School clothing loaned will be expected to be washed, dried and returned to school.

The following procedure applies for children in nappies:

- Nappy changes will be carried out at key times to ensure the needs of the child are met.
- The child will be changed within the accessible toilets, with access to a changing bed with adjustable height.
- Two members of staff will be present at all times.
- A changing log will be kept by the member of staff who has changed the child. The changing log will include the date, time, adults present, whether a change of clothes was required, and any further notes.
- When changing a nappy, staff members will wear a disposable apron and disposable gloves. These will be removed after each nappy change, disposed of and new ones worn for the next nappy change. Staff members will wash their hands after each nappy change. Children will be encouraged to wash their hands.

- Staff to ensure the child is supported through talking to them. Fidget toys can be used where deemed necessary to help to distract the child, however no electronic devices with a camera can be used.
- Where a child requires nappies, parents will be expected to provide a supply of nappies, wipes, and a change of clothes.
- When providing intimate care, all aspects of the Child Protection Policy and Safeguarding will be adhered here.
- If a situation occurs whereby a child becomes highly dysregulated or demonstrates unsafe behaviour towards a staff member whilst being changed, parents will be informed. This information will be recorded within the changing monitoring log.
- In situations where a child may require nappy cream, parents should apply this to their child before school and inform a staff member.
- Parents to sign a consent form if they wish for their child to have their nappy changed within school.