



## **PERSONAL INTIMATE CARE POLICY 2025-2026**

### Policy Audit

This quick audit will help all staff and Governors to assess whether the basics of this Policy are in place.

This Policy complies with Wigan LA guidance.	Yes
This Policy will be reviewed in	2026
The Policy was agreed by Governors on:	03 October 2023 28 January 2025
The Policy is available for staff at:	School Website
And for parents/carers at:	School Website

### Writing and reviewing Personal Intimate Care Policy and Guidance

The Child Protection Policy relates to other policies including: -

- Inclusion Policies
- SEN Policy
- Staff Conduct
- Physical Intervention
- Managing allegations against staff
- Safeguarding Policies
- Risk Assessments
- Whistle Blowing
- Code of conduct policies

This Personal intimate care policy has been written by the school, building on the DCSF and LA Guidelines. It has been agreed by all teaching staff, parents and pupils and approved by our Governors.

This policy is to support the staff of St Edmund Arrowsmith Catholic High School in making appropriate provision for those children who need support to help them become independent in their toileting in secondary school.

Under the published criteria for secondary school admissions the only reason a pupil can be refused admission to a school is that they have reached their admission number. It is not acceptable to refuse a child admission because he/she is not toilet trained, where the published admission number has not been reached. Nor is it acceptable to offer a child a different placement to another child because he/she is not toilet trained. For instance, if the normal placement is full time then a child should not be offered a reduced placement for this reason alone. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the Equality Act 2010.

If the school is approached by a parent/carer, we will carefully and sensitively ascertain whether the reason for the child not being continent is due to a disability and/or medical condition. If possible we will also contact Health Care professionals for advice, where we have parental permission for this.

If the reason for the incontinence is due to a disability and/or medical condition, we will then: -

- Recognise the child's needs as Additional Support (K) by devising a termly Individual Education Plan.
- Develop an Individual Toilet Protocol for the child.
- Decide who will implement the protocol. The school has 'loco parentis' and the school will ensure that we have suitably qualified staff. It is part of a specified Teaching Assistant's Job Description to meet the hygiene needs of children. Staff will be offered training in fulfilling the role. School will support staff with a written toilet training and changing routine. This will be discussed with the parents (see Agreement with parents).
- It is undesirable for school to ask a parent/carer to come to school to change a child, or for a child to have to wait a period of time before they are changed. School will liaise with parents/carers to ensure that school has adequate spare clothing, commensurate to the needs of the child/young person.
- We may also liaise with the Nominated School Nurse, and SENCO for advice, and follow the normal referral procedures.

If the reason for the incontinence is not due to a disability and/or medical condition, it is desirable for us to look at meeting the child's needs, liaising with Health Care professionals and parent/carer to develop a strategy regarding toilet training and successful admission of the child.

### Agreement with Parents

It is essential that parents/carers are involved in establishing the training and changing routine for their child. Children and parents will both have views which need to be considered if routines are to be successful. Although there may be some exceptions, the vast majority of parents need to feel supported and relaxed in the knowledge that they will be fully involved in this aspect of their child's development. Parents must sign the Individual Toilet Protocol (Appendix A).

### Guidance for staff in supporting children in becoming independent in their toileting

#### Aims

- For children to feel safe and secure if and when they need to be changed.
- For children to develop self-help skills when using the toilet.
- For adults to feel safe and secure when changing children.
- For children's privacy to be protected.
- For parents to be informed of a) changing procedures in advance and b) when their child has been changed and why.
- To record any incidences of changing.
- To consider health and safety implications.

#### Provision

- An area where children can be encouraged to undress, clean, dry and re-dress themselves if able. An area that is warm, dry, comfortable, secure which offers privacy for the child but also protection for the adult in that it is observable by other adults where possible.
- Gloves and aprons must be worn by adults to protect against cross-contamination of bodily fluids. Baby wipes are available. These should be disposed of appropriately and safely i.e. in a sealed polythene bag.
- Children's own spare clothes, sanitary products and/or nappies should be brought from home to change into or as a secondary measure; appropriate, spare dry clothes are made available in school.
- Bags or other methods to contain wet clothes, which are then returned to parent/carer at end of session are provided.
- Staff will have training on lifting and handling children if necessary, dependent on the child/young person's needs.

## Adults' Role

- To deal with the situation quietly, calmly and with sensitivity.
- To reassure the child.
- To ensure all aims are met.
- To encourage child to be independent in changing himself/herself within limitations.
- To protect own position by always remaining on view, to alert other members of staff to what you are going to do and by only doing what is appropriate to help the child. Where possible ensure the child is supported by a member of staff of the same sex.
- To record the incident including, date, name of child, reason for changing.
- To inform the parents and return the soiled items.
- To understand a child's developmental needs and limitations.
- To liaise with parents to ensure a consistent approach and to help children develop routines of going to the toilet which will, in time, stop further incidences.
- To encourage and support links with health professionals if this is felt to be appropriate.

## Home-School Liaison: Working with Parents



Much of the information required by the school to make the process of intimate care as comfortable as possible for the pupil is available from the parent or guardian. A school, which values parents as partners, will have no difficulty in involving parents at every stage irrespective of the practical difficulties.

Parents of children with medical problems requiring possible emergency treatment in a public place should be asked about their own procedure for dealing with such an emergency. Where possible, the same routines should be followed to give consistency of approach and offer reassurance to the child in a potentially frightening situation.

It is also important that the parent is informed of the school's routines for care both in school and on outings e.g. going to the swimming pool, where the facilities may require a change in the way staff carry out their duties.

When a child comes to a school for the first time, information about methods of care and the child's own preferences should be noted. This information forms the basis of a personal care programme for each child, which will change, as the pupil's own skills develop. The changes should be discussed with the family as an integral part of the pupil's educational programme.

Parents are entitled to information about the school's procedures both in and out of school. If they have any concerns, these should be treated seriously and discussed with parents. It may be that parents will choose to withdraw their child from an activity if they are unhappy about the care arrangements. Equally, the Parent may have already faced the same kind of difficulty and be able to suggest possible solutions.

Signed by:			
	Headteacher	Date:	06/12/2022 23/03/2021 03/10/2023
	On behalf of Governors	Date:	06/12/2022 23/03/2021 03/10/2023

## Appendix A

### CHILDREN WHO ARE NOT TOILET TRAINED (MALE)

#### *Individual Toilet Protocol*

- TA to accompany \_\_\_\_\_ to the toilet just before/after first break.
- TA to accompany \_\_\_\_\_ to the toilet just before dinnertime.
- \_\_\_\_\_ to be cleaned and changed by the TA using the following equipment provided by home:
  - Wet wipes
  - Towel
  - Flannel (sewed up along 3 sides)/soaps
- His bag should be checked each evening at home and dirty flannels/towel replaced.
- If soiled at other times Class teacher calls for TA to accompany to the toilet.
- It will be necessary for TA to see \_\_\_\_\_ undress and have contact with his anus, penis and testicles to ensure that he is thoroughly clean.
- TA will wear plastic gloves and an apron to be provided by the school/setting.
- TA to log amount of time spent changing \_\_\_\_\_ on a daily basis.
- Soiled pull-ups to be disposed of in the adult toilet bins.
- Changing procedures to be reviewed termly by the SENCO, Class teacher, TA, Headteacher, and parents as part of the Individual Education Plan.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

## **Appendix B**

### CHILDREN WHO ARE NOT TOILET TRAINED (FEMALE)

#### *Individual Toilet Protocol*

- TA to accompany \_\_\_\_\_ to the toilet just before/after first break.
- TA to accompany \_\_\_\_\_ to the toilet just before dinnertime.
- \_\_\_\_\_ to be cleaned and changed by the TA using the following equipment provided by home:
  - Wet wipes
  - Towel
  - Flannel (sewed up along 3 sides)/soaps
  - Sanitary products (when appropriate)
- Her bag should be checked each evening at home and dirty flannels/towel replaced.
- If soiled at other times Class teacher calls for TA to accompany to the toilet.
- It will be necessary for TA to see \_\_\_\_\_ undress and have contact with her anus and vagina to ensure that she is thoroughly clean.
- TA will wear plastic gloves and an apron to be provided by the school/setting.
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- TA to log amount of time spent changing \_\_\_\_\_ on a daily basis.
- Soiled pull-ups/sanitary products to be disposed of in the female toilet bins.
- Changing procedures to be reviewed termly by the SENCO, Class teacher, TA, Headteacher, and parents as part of the Individual Education Plan.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_