

St Nicholas School

Intimate Care and toileting Policy



St. Nicholas School Canterbury

Policy Created	November 2025
Governing Body Committee	Safeguarding Governors
SLT responsibility	Stephen King
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TOILETING AND INTIMATE CARE GUIDELINES

All children at St. Nicholas School have the right to be safe and be treated with dignity, respect and privacy at all times.

These guidelines should be considered in line with our Child Protection, Health and Safety, Staff Code of Conduct and Supporting pupils at School with Medical Conditions policies.

These guidelines support the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2024 and the Equality Act 2010. We will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carers due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks – cover any tasks that involves the dressing and undressing, washing including intimate parts, showering (where appropriate) helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area e.g. changing a pupil for swimming.

Partnership with Parents/Carers – We work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will be added to the health care plan. The health care plan will identify any additional specific information required which falls outside these general guidelines, e.g:

- Where specific e.g. care is required e.g. catheterisation, stoma care etc.
- Number of staff needed to carry out the task if more than 1 or 2.
- Any additional equipment required.

Parents/Carers are asked to supply the following –

- Spare nappies
- Spare Clothes
- Spare underwear
- Any emollient or cleansing lotions to be applied as part of an intimate care routine must come from home (these may be listed in the Health Care Plan).

Best Practice – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. The level of support allocated to children / young people for their intimate care is based upon an individual assessment of the individual's age, stage of development, privacy, dignity, physical ability / needs or their behaviour. The information regarding a young person's intimate care provision is described in the pupil's personal care protocol.

Where pupils express a preference for staff that will assist them or there is a reason of cultural observance within their intimate care regime, the supervising staff will try accommodating their wishes, as far as possible.

Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's personal care protocol.

NB: St. Nicholas School would not expect agency members of staff to take a individual or leading role in any complex intimate care practice. They may help to toilet a pupil with more straightforward toileting needs on their own or act as the second with a more complex pupil.

Consent requirements / providing 'intimate care' support for independent 'toilet-trained' students in exceptional circumstances

Where a pupil is usually independent in their toilet training, if a irregular or emergency situation occurs, staff members should consult with the parents or carers of the child before offering to support. Consent should be sought and / or a plan of action decided in partnership with the family. In the event of this situation occurring with a pupil over the age of 16, the family's consent be sought AND the student's explicit consent be gained (to comply with the Mental Capacity Act).

In the event of support being required for non-intimate dressing / undressing in exceptional circumstances, this may be provided as it will be covered under the general parental consent protocols, but explicit 'assent' from the individual concerned should be sought.

Safeguarding – All staff are trained in Safeguarding and follow the guidance provided.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

If a pupil reports pain, injury, or discomfort in an intimate area, staff must immediately report the concern to the Designated Safeguarding Lead (DSL). Staff must not ask leading questions or attempt to assess the physical concern themselves. The DSL will make a dynamic risk assessment of the events that have taken place and then formulate a plan of how to respond.

If a pupil requests that a staff member examine a private area, the staff member must decline and reassure the pupil that the concern will be addressed by a responsible adult (e.g., parents, school nurse). This interaction must be documented and reported to the DSL immediately.

Managing incidents of the reporting of a (potential) safeguarding concern (including the request for support with an examination, due to pain / discomfort) –

Under no circumstances should staff visually examine or touch a pupil's private areas, even with a witness present. Any concerns regarding a pupil's intimate health must be referred to a medical professional or discussed with parents/carers before any other course of action takes place.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding, Managing Allegations against staff policies will be followed. Where the school is required to complete an internal investigation, following an intimate care or safeguarding-related allegation the school incident response plan will be followed.

Dealing with body fluids – All bodily fluids will be cleaned up immediately and disposed of safely. When dealing with body fluid, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

MONITORING AND REVIEW

To be reviewed on a yearly basis by the Deputy Head Teacher and will keep up to date with any statutory legislation and any changes will go via the Governing body.

Equality, Safeguarding and Equal Opportunities Statement

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group including gender, sexual orientation, family

circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.