

# **Aycliffe Village Primary School**



## **Intimate Care and Toileting Policy**

Updated September 2023  
Review September 2024

Aycliffe Village Primary & Nursery School abides to The Children Act 2004 which was designed with guiding principles in mind for the care and support of children.

These are:

- To allow children to be healthy
- Allowing children to remain safe in their environments
- Helping children to enjoy life
- Assist children in their quest to succeed
- Help make a contribution – a positive contribution – to the lives of children
- Help achieve economic stability for our children's futures

This Policy runs alongside 'Toileting and Personal/Intimate Care Guidance for Schools and Early Years settings in Durham (June 2014).

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with a [delay or](#) impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

The Governing Body is committed to ensuring that [only staff employed by school, who hold a full DBS check will carry out nappy changing and intimate care tasks](#). Staff responsible for the intimate care of pupils and will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Aycliffe Village Primary School takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

We as a school recognise that there is a need to treat all pupils, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The child's welfare is of paramount importance and his/her experience of intimate and personal care should be a positive one. It is essential that every pupil is treated as an individual and that care is given gently and sensitively: no pupil should be attended to in a way that causes distress or pain. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care [and implement any toileting plans that may be required to promote toileting and independence](#).

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing

(underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Children may be unable to meet their own care needs for a variety of reasons and will require regular support.

The vast majority of children will be toilet trained and able to manage their own personal care needs competently before they start school. However, some children may not be at that stage due to a number of reasons including: developmental delay, medical needs, behavioural issues, physical or learning disabilities. On the other hand, some children may be continent, but still have personal/intimate care needs due to difficulties accessing toileting facilities or dealing with their personal care independently afterwards. These children have an educational entitlement irrespective of their difficulties with toileting and personal care.

This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

The following are the fundamental principles upon which the Policy and Guidelines are based linked with our Rights Respecting Ethos.

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

### **Best Practice**

Permission is sought as children enter Reception Class (EYFS) and slips are kept on record. All Reception staff are informed of those children where no permission is given.

Where a child has continuing incontinence/toileting needs, school will complete an intimate care plan which will detail the type and level of support required, any medical interventions, who will be carrying out the tasks, where they will be carried out etc. This will also detail what school will provide and what parents are expected to provide such as - nappies/underwear, spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes. The plan will be signed by allocated school staff and parent, as an agreement for the care to be carried out at school

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person by telephone or by sealed letter, not through the home/school diary.

Written records/log will also be kept at school when a child requires assistance with intimate care; these should include date, type of care carried out, times and signature of staff who carried out the care. It should be clear who was present in every case.

For children who need daily intimate care these records will be kept in the child's file and available to parents/carers on request.

All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will promote self-help skills encourage each individual pupil to do as much for his/herself as possible.

Staff have access to a private bathroom area (Next to Reception Classroom) with washing facilities. There is also a stock of baby wipes, plastic bags, disposable protective gloves and aprons for staff to use, which they must do. If a child soils him/herself during school time a member of staff will support the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

In the case of excessive or ongoing soiling throughout the day, every attempt will be made to ensure the child is cleaned thoroughly in line with best practice. If the soiling is severe or continuous and the child needs to be showered or continues to feel discomfort, as school currently have no hygiene facilities for showering, they may ask the child's parents to collect the child from school for showering, following which the child should return to school. This would always be a last resort as every attempt will be made to ensure the child's needs are met at school and they are able to remain for the whole school day.

Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their ages.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEN advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken

into account. The number of staff required and who they are will be written into the toileting/intimate care plan.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care. It is not necessary to arrange a chaperone.

The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & Safety guidelines should be adhered to regarding waste products, if necessary, advice should be taken from the Durham County Council regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

## **Child Protection**

The Governors and staff at this school recognise that pupils with special needs and who are disabled are particularly vulnerable to all types of abuse

The school's child protection procedures will be adhered to.

From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.

## **Appendix One**



# **Personal/Intimate Care and Toileting Plan**

Name of child:

DOB:

School:

Year Group:

Class/Teacher Name:

Support staff/key worker:

Details of the care/procedures required and how often during the school day:

Details of prescribed medication and means of application

Member(s) of staff who will carry out the tasks - all staff need to be fully aware of toileting/intimate care plan and school policies.

Name:

Signatures:

Where will the tasks be carried out and what equipment/resources will be required to safely carry out the procedures:

Infection Control and Disposal procedures in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

Details of care plan, risk assessment, home-school communication:

Other professionals involved in care/advisory role:

(School Nurse, Health Visitor, Specialist Nurse, OT/Physio, SEND Staff)

Additional Information:

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(Delete as appropriate)

I/We have read the Intimate Care/Toileting Policy provided by the educational setting that my child attends. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed.

Name of Parent/Carer..... Signature: .....

Head/SENCO ..... Signature: .....

Date .....



## Appendix Two

**Pupil Name** \_\_\_\_\_ **Class** \_\_\_\_\_



## Toileting and Intimate/Personal Care Log

[illegible]

[illegible]