

Harrow Lodge Primary School



INTIMATE CARE POLICY

REVIEWED: Spring 2025

EFFECTIVE PERIOD: Summer 2025 – Summer 2027

DUE FOR REVIEW: Spring 2027

RESPONSIBLE PERSON(S): MRS S BOYES

1. INTRODUCTION

- 1.1 Harrow Lodge Primary School is committed to ensuring that all staff responsible for the intimate care of children and young people will undertake their duties in a professional manner at all times. Our school recognises that there is a need to treat all children and young people with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.
- 1.2 The aim of this policy is:
- To safeguard the rights and promote the best interests of the children;
 - To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one;
 - To safeguard adults required to operate in sensitive situations;
 - To raise awareness and provide a clear procedure for intimate care;
 - To inform parents/carers in how intimate care is administered;
 - To ensure parents/carers are consulted in the intimate care of their children.

2. PRINCIPLES

- 2.1 It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body.
- 2.2 It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

3. STATEMENT

- 3.1 This policy is to provide guidance for the toileting needs of children in EYFS and pupils with additional needs where toileting and communicating their needs remain a difficulty. The policy will also cover other incidents that may require a child to remove their clothes. On occasions children may need to be changed as a direct result of water play, messy play, sickness and sudden weather changes.
- 3.2 Toilet training a child is deemed a parent's responsibility and we would hope that children are trained in the independent use of the bathroom before they start school. However on occasions some children may require further training and support. Our staff will work together with parents to support the child until they have learnt the necessary skills required in using the bathroom.

4. AIM

- 4.1 Our School environment is a place where your child will be treated with the upmost respect in which everyone is treated equally, encouraged and nurtured to achieve their full potential in all aspects of their learning. Our priority is to provide a happy, safe and stimulating environment that will encourage independence enhancing upon each child's existing personal, social and emotional development.

5. INCLUSION

- 5.1 Children will not be excluded from participating in activities if they are not toilet trained. As a school we have an obligation to meet the individual needs of the child. We will work together with the parents towards toilet training unless there is a specific medical global delay or other development reason as to why toilet training is not appropriate at the time.

6. RECEPTION

- 6.1 In reception we have an expectation that children will:
- Understand when they need to go to the toilet,
 - Know how to use the toilet independently,
 - Clean themselves effectively after using the bathroom,
 - Be encouraged to wash their hands with soap and water and dry them on a blue paper towel,
 - Be reminded to go to the bathroom before key changes in the daily routine, break times, lunch time, P.E time and home time,
 - Not be left in soiled clothes, this would be neglectful,
 - Have a staffing team that are committed to outstanding hygiene practises.
- 6.2 We do recognise that some children develop at different rates and have individual needs and expectations.
- Some children will not have had the practise that they need to use the facilities available; this could include culturally different expectations of self care.
 - Some children may start soiling or wetting themselves after they start school. Each child will be sensitively supported during this transition period.
 - Some children will come to school with ongoing medical issues. Individual plans will be written to support each child where necessary.

7. ADDITIONAL SUPPORT

- 7.1 Should you wish to seek additional support there are other professionals that can assist such as family workers, health visitors and community nursery nurse. Their expertise within this area can help implement toilet training programmes or carry out a full medical assessment to rule out any medical issues that cause incontinence.

7.2 Partnerships with Parents and Carers

7.2.1 Partnerships with parents and carers is paramount, in order for your child to feel comfortable within our setting it is crucial that staff and parents work together to support the child's individual needs when they are learning to use the bathroom independently. Positive reinforcement and consistent boundaries will enable a smooth transition from training pants or nappies to underwear.

7.2.2 As parents and carers you will be expected to continue to toilet train and encourage independence at home with your child. As the parent we would appreciate your full support and commitment with the following:

Parents Commitment

- Toileting your child at the latest possible time before leaving for school,
- Agreeing to inform the school should your child have any marks or rashes,
- Agreeing to supply necessary resources such as, nappies/pull ups, wipes, cream and additional clothing.
- Agreeing to participate in toilet training with your child at home,
- Agreeing to give your permission for your child to be washed and cleaned by staff. (Appendix 1)
- Agreeing to review arrangements should this be necessary.

School's Commitment

- Agreeing to update the parent with the child's progress by monitoring the child's toilet training,
- Agreeing to report any marks or rashes.
- Informing the parent when nappies, wipes cream or pull ups are running low.
- Agreeing to review arrangements should this be necessary.
- Soiled clothing rinsed and placed into separate bags and returned to the parent daily.

7.2.3 For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, wet wipes, nappy bags, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

8. SAFE GUARDING, CHILD PROTECTION AND HEALTH & SAFETY

- Staff will wear disposable-gloves when dealing with any soiled incident.
- Baby wipes will be used to clean the child and the child will be encouraged to clean themselves where appropriate.

- Any area that a child has soiled in will be cleaned and disinfected accordingly. Wet floor signs will be used as a caution.
- Hot water and soap will be used to wash hands.
- The child will be spoken to by their name and treated with dignity and respect at all times.
- In special circumstances that a child refuses to be changed by staff member it may be deemed necessary for a family member to support the child within the school environment.
- The school will provide spare clothing but only in cases of emergency, it is the parent's responsibility to ensure their child has sufficient clothing.
- Confidentiality will remain at all times
- All staff responsible for changing children have a full enhanced CRB disclosure.
- It may be necessary to implement a personal care plan.
- The school operates a strict 'no camera policy'
- Consultations with parents are paramount should the school feel that the child may need external help.

9. MONITORING AND REVIEW

- 9.1 This policy will be monitored by the Senco and the Head teacher will report to the governors on the effectiveness of the policy through the annual safeguarding report.
- 9.2 This policy will be reviewed every 2 years or earlier as necessary.

APPENDIX 1

Name of Child:	
Date of Birth:	
Class / Teacher Name:	
Care required and how often during the day	
Member(s) of staff who will carry out the tasks – all staff need to be fully aware of toileting/intimate care plan and school priorities	
Name:	
Signature:	
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:	

Any School/Home agreement of care/management plan or communication via school-home diary (if required):

Other Professionals involved in care/advisory role: (School Nurse, Health Visitor, etc)

Additional Information:

I/We have read the Intimate Care/Toileting Policy provided by Harrow Lodge Primary School. 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 Teacher:

Signature:

Date:

Appendix 2 – Intimate Care and Toileting Log

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