

Askern Moss Road Infant Academy



INTIMATE CARE POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	DATE PUBLISHED	DATE OF REVIEW
1.0	CAT	UPDATE – NEW POLICY FORMAT	January 2022	January 2023
1.0	CAT	REVIEWED- NO CHANGES	January 2023	January 2024
1.0	CAT	Reviewed – No Changes	Sept 2024	Sept 2025
1.0	MH	Updated – New EYFS requirements added	Sept 2025	Sept 2026
1.1	MH	Reviewed and updated to reflect KCSIE 2026, Working Together 2026, EYFS 2026	Sept 2026	Sept 2027

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1. INTRODUCTION

1. At Moss Road we recognise the importance of meeting the personal, social and emotional needs of all children in our care in order to promote and enhance current well being and future development. Through this policy, we aim to foster and develop our partnership between children and parents and to meet the needs of specific children in our care.

Intimate care includes support with toileting, changing nappies or continence products, cleaning after toileting or accidents, changing soiled clothing and any other personal care that involves contact with intimate areas. Intimate care will always be carried out in a way that protects the child's privacy, dignity, safety and wellbeing.

2. AGREED PROCEDURES

This policy is intended to ensure consistency across the school, safeguard pupils and protect staff. Staff who provide intimate care will have the appropriate pre-employment checks, including DBS checks, and will be appropriately trained and supported. Students and volunteers will not provide intimate care for pupils.

- When a pupil needs to be changed or requires intimate care, this will be undertaken by a known member of staff who is sensitive to the child's needs. Staff will explain what they are doing, use age-appropriate language, be gentle and consider the child's feelings.
- Children will be encouraged to develop and use self-care skills appropriate to their age and stage, for example removing clothing, wiping themselves and washing their hands.
- Intimate care will normally be carried out in the designated changing/toileting facilities. Where necessary, care may be provided in another suitable toilet area where this maintains the child's dignity and meets their needs.
- Facilities and equipment used for intimate care will be kept hygienic, safe and appropriately maintained. Changing surfaces will be cleaned after use in accordance with the school's hygiene procedures.
- Staff will use appropriate personal protective equipment, including disposable gloves when there is likely to be contact with bodily fluids or faeces, and will dispose of PPE and soiled materials safely.
- Staff will wash their hands before and after providing intimate care and will support the child to wash their hands.
- Where a changing unit is used, the pupil must never be left unattended on the changing bed.
- Staff should inform another colleague when they are providing intimate care and, where reasonably practicable, another colleague should be nearby. Staff must also be aware of their own personal safety and avoid putting themselves in a vulnerable position.
- The child's privacy will be respected, while maintaining appropriate safeguarding oversight. Doors should be used in a way that protects privacy without compromising safeguarding.
- Children should be involved in their care wherever possible. Staff should explain the care required, seek the child's cooperation and respect the child's wishes wherever this is safe and practicable. Where a child is distressed or refuses care, staff should consider the reason, use reassurance and seek support from the class teacher/SENCO/DSL as appropriate.

- Parents/carers will be informed when a child has been changed or has required significant intimate care. The class teacher will decide whether this should be communicated during the day or at the end of the session, taking account of the child's needs and circumstances.
- The intimate care record sheet must be completed each time a pupil receives changing/intimate care, recording the pupil, date, time, staff involved, witness where applicable and reason for the care.
- Any safeguarding concern arising during intimate care must be reported promptly to the Designated Safeguarding Lead (DSL) or deputy and managed in accordance with the Safeguarding and Child Protection Policy and current statutory safeguarding guidance.

3. AIMS

Aims

- To meet children's individual needs.
- To maintain an effective and consistent approach to procedures relating to intimate care throughout school.
- To provide staff with clear guidance and procedures when dealing with the personal care needs of all children.
- To work together with parents/carers to support each child's personal and social development.
- To promote children's independence, privacy, dignity and self-esteem.
- To ensure that children with SEND, disabilities, medical conditions or continence needs receive appropriate support and reasonable adjustments.

4. CHILDREN WHO ARE NOT YET TOILET TRAINED

Some children may still be wearing nappies or pull-ups when they start school and may need to be changed regularly. Under the Equality Act 2010, schools must make reasonable adjustments for disabled pupils and must not discriminate against pupils because of disability. This includes considering reasonable adjustments where a child has continence or toileting needs. Schools should not use a child's continence needs as a reason to refuse or unnecessarily restrict access to education.

Staff will work with parents/carers and, where appropriate, relevant health professionals to support children to develop toileting independence. Parents/carers will be asked to provide suitable continence products and spare clothing where these are required. The school will work with families to agree arrangements that are practical, respectful and in the child's best interests.

If a child needs to be placed on the changing bed, the following procedure will be followed:

- Take the child discreetly to the changing/toileting area.
- Inform another member of staff that you are changing a child.
- Use appropriate PPE, including gloves where there is contact with bodily fluids or faeces.
- Explain to the child what is going to happen and encourage them to participate as independently as possible.
- Support the child to remove their nappy/continence product and any soiled clothing and place these in the appropriate waste/soiled-clothing bags.
- Encourage the child to clean themselves using suitable wipes/cloths where they are able. Provide assistance where necessary.

- Remove contaminated gloves safely before handling clean clothing or clean continence products. Dispose of PPE appropriately.
- Encourage the child to put on their clean nappy/underwear, or provide support where necessary.
- Encourage the child to dress themselves, providing support where necessary.
- Support the child to wash their hands and wash your own hands.
- Clean and disinfect the changing surface/equipment in accordance with school hygiene procedures.
- Complete the intimate care record, including the time of the change and staff involved.
- Return the child to class when ready.

Toileting and Intimate Hygiene

We recognise that toileting and intimate hygiene are integral to children's safeguarding, welfare, health and wellbeing. For children in the EYFS, the school will meet the current EYFS statutory framework requirements, including maintaining appropriate hygiene, supporting children's personal needs and helping children to become increasingly independent in managing those needs. All intimate care will promote privacy, dignity and respect and will be appropriate to the child's age, stage of development and individual needs.

5. INFREQUENT ACCIDENTS AND PROCEDURES

We understand that toilet accidents and sickness (including vomit) will occur with children from time to time. We believe that it is important for the hygiene, safety, comfort and wellbeing of children and staff to follow the procedures below:

This person should:

- Wear disposable gloves and use other appropriate PPE where required.
- Take the child to a suitable toilet/changing area to protect the child's dignity.
- If necessary, take the child to the designated changing room within the Foundation Stage setting.
- Encourage the child to remove soiled items of clothing, clean themselves and put on clean clothes from the school's spare-clothing supply where available.
- Assist with cleaning if necessary and appropriate.
- Encourage and assist the child to place soiled clothing in a bag to be sent home.
- Be sympathetic, reassuring and non-judgemental.
- If the child is unwell and meets the school's criteria for collection, parents/carers will be contacted in accordance with the school's Health and Medical/Illness procedures.
- In other cases, the class teacher will inform parents/carers that the child has required a change of clothing or intimate care.

The intimate care record sheet must be completed when a child requires staff assistance with changing or intimate care.

6. PAPER WORK TO BE COMPLETED

The intimate care record sheet must be completed each time a child needs to be changed or receives staff assistance with intimate care. The record should include the child's name, date, time, person providing care, witness where applicable and the reason for the care. Records must be stored and handled securely and in accordance with the school's safeguarding, confidentiality and data protection arrangements.

Where a child has ongoing or regular intimate care needs, an individual toileting/intimate care plan will be completed and reviewed.

7. PERSONAL CARE NEEDS FOR AN INDIVIDUAL CHILD

Occasionally, there will be a child who needs additional support and assistance with some aspect of their personal care. If a child struggles with toileting, for example because of frequent accidents, developmental needs or a short-term medical problem, the procedure will be the same as detailed in the 'Infrequent accidents and procedures' section above. In addition, we will:

- Meet with the child and parents/carers to discuss the nature of the need and any additional support required.
- Consider advice from relevant health professionals or other specialists where appropriate.
- Establish an agreed routine for care that promotes the child's independence at every opportunity.
- Consider any reasonable adjustments required to enable the child to access education and personal care safely and with dignity.

- Review the support being given regularly and adjust it as necessary.

8. PROVISION FOR CHILDREN WITH SPECIAL NEEDS RELATING TO TOILETING

Any child who is not toilet trained or who has a medical condition, disability or additional need that requires regular changing will have an individual 'toileting/intimate care plan'. This will be agreed with the child's parents/carers and relevant school staff and, where appropriate, relevant health professionals.

The following procedure should take place in the event of a child with such needs entering school:

- Invite the child and parents/carers to meet with relevant staff to agree the nature of the support the child will need.
- Involve relevant health professionals where appropriate and with appropriate information sharing.
- Establish and record a routine for the child's care that promotes independence at every opportunity.
- Ensure the child is involved in planning for their care as far as their age, stage and communication needs allow and that they understand the routine.
- Ensure all staff involved in the care of the child understand the plan and their responsibilities.
- Ensure the plan is reviewed at least annually and more frequently where the child's needs change.
- Consider reasonable adjustments under the Equality Act 2010 and the child's SEND and/or medical needs.

If any member of staff has a concern regarding safeguarding, inappropriate behaviour, an allegation, or anything that makes them uncomfortable while providing intimate care, they must report this immediately to the DSL or deputy DSL and follow the Safeguarding and Child Protection Policy. Concerns or allegations about staff must be managed in line with the school's safeguarding procedures and current statutory guidance.

9. CONCLUSION

Askern Moss Road Infant Academy is committed to providing intimate care in a manner that safeguards children, protects their dignity and promotes independence. The school will work positively with children, parents/carers and relevant professionals to ensure that individual needs are understood and met.

This policy will be reviewed annually and sooner if there are changes to legislation, statutory guidance, local safeguarding arrangements or the needs of children in school.

This policy should be read alongside and implemented in accordance with the current versions of:

- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children 2026.
- Early Years Foundation Stage (EYFS) Statutory Framework for Group and School-Based Providers – current version.

- Equality Act 2010.
- Children and Families Act 2014 and SEND Code of Practice, where relevant.
- The school's Safeguarding and Child Protection Policy and other relevant school policies and procedures.

10. INDIVIDUAL TOILETING PLAN

ASKERN MOSS ROAD INFANT ACADEMY

INDIVIDUAL TOILETING PLAN

Name of Child:

Class Teacher:

Teaching Assistant:

This plan will be reviewed at least annually, but more frequently if necessary.

Signatures of the staff involved in the care of the child.

Name:

Signature:

Date:

Name:

Signature:

Date:

Home/School agreement for changing/toilet training

I /We the parent(s)/carer(s) of _____ agree that:

My child will arrive in a clean nappy or I will change it on arrival

I will provide all nappies and wipes to be used

I will report any changes in my child's routine or skin care

I will work with staff to help my child to become toilet trained

Signed _____ Date _____

11. RECORD SHEET

INTIMATE CARE POLICY- RECORD SHEET					
Please complete each time a child needs to be changed					
Pupil Name	Date	Time	Person who changed the child	Witness	Reason for changing the child