

INTIMATE CARE & TOILETING POLICY

This policy was approved by Governors on 14th May 2026 and will be reviewed annually or when necessary.

Navenby Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

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 nappies or incontinence pads, helping someone use the toilet or wiping intimate parts of the body. Some pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Equality Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment, or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained before they begin school. However, it is inevitable that, from time to time, some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. Some of these pupils will require adult assistance for their personal and intimate care needs.

In order to help the children become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt to support any training programme requested by a child's GP and/or medical professionals.

Permission to give intimate care is sought as children enter Reception and is recorded on a signed form. All FS staff are informed of those children for whom no permission is given. Where a child has continuing incontinence problems, parents are asked to continue to provide a complete set of spare clothes. The school also keeps a stock of spare clothes in various sizes.

We have separate Reception/KS1 toilets with cubicles and a hand basin with access to warm water. There is no private bathroom. When staff need to assist the child with intimate care, there is a stock of baby wipes, gloves, and plastic bags for their use. If a child soils him/herself during school time, one member of the FS staff (teacher or TA), mid-day supervisor, or first aider will help the child:

- Remove their soiled clothes
- Clean skin (this could involve genitalia, bottom, legs, feet)
- Dress the child in their own clothes or those provided by the school

NAVENBY CHURCH OF ENGLAND PRIMARY SCHOOL

- Place soiled clothes in plastic bags

All soiled clothes are sent home unless parents have informed us they do not want us to do this.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, the member of staff will telephone the parent/carer. In the event that a child is reluctant to be changed and finally refuses. Or if a child does not have permission for intimate care. Parents will be contacted immediately to come and change them, either at school or at home.

Our intention is that the child will never be left in soiled clothing. As soon as a member of staff is aware of the situation, she/he will assist the child. If a child has an accident as they are leaving school or in the playground after school, parents can use the adult toilets to change their child.

It is always our intention to avoid drawing attention to such events and to positively encourage the child in his/her efforts to gain these skills. If a child has received intimate care due to a toilet 'accident', then parents will be informed the same day. This will be treated as confidential and communicated in person by the teacher or teaching assistant.

CHILD PROTECTION

The Governors and staff of Navenby Church of England Primary School recognise that the safeguarding of children is of paramount importance. Child protection and Multi-Agency Child protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) she/he will immediately report concerns to the designated safeguarding lead (Miss Reeder or Mr Elliott in her absence).

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and the outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies if appropriate.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

REVIEW

The Headteacher and staff will review this policy in Summer 2027.

Policy Approved: Full Governors meeting dated 14th May 2026

Signed:

Chair of Governors: Mr J Kirby

Head teacher Mr C Elliott

Appendix A: Permission form

NAVENBY C of E PRIMARY SCHOOL - INTIMATE CARE PERMISSION FORM

I understand that in the event of a toileting accident, one member of the EYFS staff, the office staff or a Midday Supervisory assistant will change my child.

I understand that they will clean up my child using baby wipes and that wet/soiled clothing will be double wrapped in a nappy sack and returned to me at the end of the day.

I understand that I will always be informed if my child has needed changing whilst at school.

I understand that if my child is unwell, or refuses to be changed, I will be contacted to come and collect them or change them as required.

I understand that school will keep a small stock of spare clothes and underwear in the event of an accident and agree that there will always be a clean change of clothes (including underwear) in a named bag on my child's peg.

I agree to all of the above and give permission for school staff to give intimate care to my child if necessary.

Signed: _____ (person with parental responsibility)

Name of child: _____ Year group: _____

Date: _____

I do not give permission for intimate care to be given to my child. I understand that I will be contacted and expected to come to school and change my child in the event of a wet or soiling accident.

Signed: _____ (person with parental responsibility)

Name of child: _____ Year group: _____

Date: _____