

Growing Together
Where every child matters and is prepared for a future of possibilities...



Toileting and Intimate Care Policy

Apr 2026



All children at Springside have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies, Managing Medical Conditions Policy and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: Springside 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/carer due to incontinence
- Adjustments will be made for any child who has delayed continence

Intimate Care Tasks – cover any tasks that involve the dressing and undressing, washing (including intimate parts), helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

If a child has a persistent, long term difficulty in this area, an individual care plan will be written and shared with staff and parents.

Partnership with Parents/Carers – Staff/ Child's keyworker at Springside will work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, a reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal)
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following :-

- Wipes, nappy sacks etc
- Spare Clothes
- Spare underwear

Best Practice – When intimate care is given, the member of staff will explain fully each task that is being 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 completion of a task independently.

All staff must have a CRB check. Particular staff members are identified to change a child with known needs and that they will plan and record their work with that child.

Safeguarding – Staff are trained on the signs and symptoms of child abuse which in line with Bury Safeguarding Children's Board guidelines and are aware of Keeping Children Safe in Education September 25.

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 (Miss Thornicroft). The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/EYFS leader/SENCO will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL/EYFS leader/SENCO will seek advice from other agencies. Parental permission is needed to talk to any agency about a specifically named child.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

The Safer Working Practices Document says that in the light of staffing rotas and absent staff, all intimate care procedures must be carried out by an adult who the child knows. Visiting staff and volunteers should not carry out any intimate care tasks.

Dealing with body fluids (see dealing with bodily fluids risk assessment)– Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by the use of the nappy/medical bins. When dealing with body fluids, staff will wear protective clothing (disposable plastic gloves and aprons disposable face masks and goggles are also provided in required. Face masks will be disposed of and goggles will be disinfected before reuse) and wash themselves thoroughly afterwards. Soiled items of children's clothing will be bagged to go home - staff will not rinse them. 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.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

15. Intimate / personal care

Schools and settings should have clear nappy or pad changing and intimate / personal care policies which ensure that the health, safety, independence and welfare of children is promoted and their dignity and privacy are respected. Arrangements for intimate and personal care should be open and transparent and accompanied by robust recording systems.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When

assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's intimate care plan specifies the reason for this.

A signed record should be kept of all intimate and personal care tasks undertaken and, where these have been carried out in another room, should include times left and returned.

Any vulnerability, including those that may arise from a physical or learning difficulty should be considered when formulating the individual pupil's care plan. The views of parents, carers and the pupil, regardless of their age and understanding, should be actively sought in formulating the plan and in the necessary regular reviews of these arrangements. Any changes to the intimate care plan should be made in writing and without delay, even if the change in arrangements is temporary; e.g. staff shortages, changes to staff rotas.

Intimate and personal care should not be carried out by an adult that the child does not know. Anyone undertaking intimate / personal care in an education setting is in regulated activity and must have been checked against the relevant DBS barred list, even if the activity only happens once; this includes volunteers. Volunteers and visiting staff from other schools / agencies should not undertake care procedures without appropriate training.

Pupils are entitled to respect and privacy at all times and especially when in a state of undress, including, for example, when changing, toileting and showering. However, there needs to be an appropriate level of supervision in order to safeguard pupils, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the children concerned and sensitive to the potential for embarrassment.

This means that education settings should:

- have written care plans in place for any pupil who could be expected to require intimate care
- update intimate / personal care plans in writing where appropriate; e.g. because there are changes to staff rotas, etc.
- ensure that pupils are actively consulted about their own care plan
- ensure that intimate / personal care is provided by staff known to the child
- ensure that only individuals that have been checked against the relevant DBS

barred list are permitted to engage in intimate or personal care

- ensure that temporary or visiting staff have been trained in intimate and personal care procedures if it will be necessary to involve them in such activity

This means that staff should:

- adhere to their organisation's intimate and personal care and nappy changing policies
- make other staff aware of the task being undertaken
- always explain to the pupil what is happening before a care procedure begins
- consult with colleagues where any variation from agreed procedure/care plan is necessary
- record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers
- avoid any visually intrusive behaviour
- where there are changing rooms announce their intention of entering
- always consider the supervision needs of the pupils and only remain in the room where their needs require this

This means that adults should not:

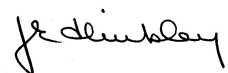
- change or toilet in the presence or sight of pupils
- shower with pupils
- allow any adult to assist with intimate or personal care without confirmation from senior leaders that the individual is not barred from working in regulated activity
- assist with intimate or personal care tasks which the pupil is able to undertake independently

Signed

Head Teacher



Chair of Governors



Date 25.4.26