



**St Peters CofE Primary Academy**

**Executive Principal: Matthew Seex**

**Chair of Combined Local Academy Committee: Zoe Heath**

# **Toileting and Intimate** **Care Policy**

**St Peter's CofE Academy, Stonnall**

## **Intimate Care Policy**

### **Aims**

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

NB: Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

### **Role of Parents**

#### **Seeking parental permission**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what is covered in the permission form, an intimate care plan will be created in discussion with parents.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the academy is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the academy will inform parents afterwards.

### Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the academy, parents, the child (when possible) and any relevant health professionals.

The academy will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed at least annually, even if no changes are necessary, as well as whenever there are changes to a pupil's needs.

### Sharing information

The academy will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

### Definition of Disability in the Disability Discrimination Act (DDA)

The DDA provides protection for anyone who has a physical, sensory or mental impairment or medical condition that has an adverse effect on his/her ability to carry out normal day-to-day activities. The effect must be substantial and long-term. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against.

However, it is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay, which may not have been identified by the time they enter Reception or school, are likely to be late achieving independence with toileting; some may never achieve independence with toileting.

## **Role of Staff**

### Which staff will be responsible

All staff at the academy who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### How staff will be trained

Staff will receive:

- Training in the specific types of intimate care they undertake
- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the academy
- Hygiene and health and safety procedures, including those related to COVID-19 where appropriate

They will also be encouraged to seek further advice as needed.

## **Intimate Care Procedure**

### How procedures will happen

There is no legal requirement for there to be more than one member of staff present during nappy changing or intimate care and staffing arrangements will be at the discretion of the academy and discussed with parents prior to commencing care. All members of staff in the academy are required to hold an Enhanced DBS check. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed in academies and settings.

Procedures will be carried out in designated areas around the academy.

When carrying out procedures, the academy will provide staff with:

- Gloves
- Changing mats
- Appropriate waste bins
- Cleaning products

For pupils needing routine intimate care, the academy expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of

necessary resources, such as nappies, wipes, 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.

### **Wetting or Soiling in the Early Years**

Young children may have toileting accidents and at some time during the early years there may be a need for an adult to support them with their toileting needs. If a child wets himself or herself, a member of staff will arrange a change of dry clothing for the child and will offer as much supervision or support as needed to enable the child to change their clothes. If a child has soiled him or herself, staff will offer verbal encouragement to the child to clean themselves. In the case that a child has a tummy upset and develops diarrhoea, then the best outcome for the child is for him or her to go home and have a shower or bath. Parents / carers will be contacted and asked to take the child home to ensure their comfort. School does not have the facilities to clean a child in these circumstances.

If a child has medical, physical or developmental needs which affect his or her ability to attend to his or own toileting needs without adult support, then an intimate care plan will be written. All children, except those with a specific, identified medical need will be expected to be toilet trained from entry to Reception. If any other child, without these needs, soils him or herself more than three times, then the school will also contact the parents to investigate any issues.

### **Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the academy's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a Designated Safeguarding Lead.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the academy's safeguarding procedures.

### **Monitoring Arrangements**

This policy will be reviewed annually by the DSL, EYFS Leader and SENDCo. At every review, the policy will be approved by the Combined Local Academy Committee.

### **Links with other policies**

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND and Inclusion

Date approved: May 2025

Date for review: May 2026