CHALKHILL PRIMARY SCHOOL INTIMATE CARE AND TOILETING POLICY

Ratified date: 15th July 2026

Introduction

All children at Chalkhill Primary School 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 learning and school life.

It is likely that children will be toilet trained before attending Chalkhill Primary School. However, we are inclusive in our approach and will support children and families to make sure all children are able to participate in the Foundation Stage who may, for any reason, not yet be toilet trained and who may be wearing nappies or equivalent.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. If should be considered in line with our Safeguarding Policy and our Health and Safety Policies

This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage Statutory Framework (2025) and the Equalities Act 2010.

Inclusion Statement:
This policy has been developed to promote an inclusive school where every pupil is valued, supported and challenged to achieve their potential. In implementing this policy, the school will have due regard to the Equality Act 2010, the SEND Code of Practice, and its commitment to removing barriers to learning, participation and achievement for all pupil, including those with SEND, disadvantaged pupils and those with protected characteristics.

Chalkhill Primary School 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;

• Adjustments will be made for any child who has delayed incontinence;

Intimate Care Tasks

This covers any tasks that involves 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.

Partnership with Parents/Carers

The staff team at Chalkhill Primary School works in partnership with parents/carers to provide care appropriate to the needs of the individual. Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support of all adults involved. Parents will be supported by the school to work in partnership towards their

child's toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. If children requires regular changing then a care plan will be created with the parent (see Appendix B). 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, reason will be documented);

• Additional standard equipment may be required and some equipment would be expected to be provided by parents/carers. This may include nappies, nappy sacks, spare clothes and underwear.

• In addition, it may be that provision and support required may include provision for longer term medical needs such as a changing bed or a rise and fall table if applicable; Specialist equipment will be sourced in partnership with colleagues in Health and SEND teams from the Local Authority.

• Maintenance of equipment, eg rise and fall bed, hoists to be inspected and maintained 6 monthly as per legal requirement;

• Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;

• 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.

Best Practice

When intimate care is given, the member of staff tells a member of their team that they are providing intimate care and where they will be doing this. Where a child needs a nappy changed, this will take place in the designated changing room. Where a child needs toileting support, this will take place in the children's toilets.

The member of staff explains fully, to the child, each task that is 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 are successful in any aspect of self-care. Staff will not apply creams but will support the child to do it themselves if medically necessary.

All staff working in early years setting have a full DBS check.

Particular staff members will be typically identified to change a child with known toileting and intimate care needs. Staff will record the date and time when a child has been given intimate care and this will be shared with parents/carers.

Staff will record details of intimate care given and report to parent at the end of the day (see Appendix A).

Safeguarding

Staff are trained on the signs and symptoms of child abuse through annual Safeguarding training. 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 Officer (DSLO) immediately.

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

Dealing with bodily fluids

Appropriate PPE will be used at all times, in line with guidance from Health and Safety teams. Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the appropriate bins. Nappy bins will be available when a child is still wearing nappies. When dealing with body fluids, staff wear protective clothing, disposable plastic aprons and gloves and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home– staff will not rinse it. 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.

Appendix A: Intimate Care and Toileting Support Record

Child's name	Date	Details of intimate care provided	Additional comments	Parent informed

Appendix B: Intimate Care Plan

Chalkhill Primary School

Intimate Care Plan

Child/young person's name: Date of birth:

Details	Actions agreed
Working towards independence: Such as taking child/young person to toilet at timed intervals, using sign or symbol, any rewards used	
Arrangements for nappy/pad changing: Such as who, where, arrangements for privacy	
Level of assistance needed: Such as undressing, dressing, hand washing, talking/signing to child/young person	
Infection control: Such as wearing disposable gloves, nappy disposal	
Sharing information: Such as if the child/young person has a nappy rash or any marks, any family customs/cultural practice	
Resources needed: Such as special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves	

If your child needs cleaning, plain water will be used with baby wipes.

I/we have read, understood and agree to the plan for Intimate Care for my child

_____

Signed .....

Name.....

Relation to child .....

Date .....