



Townlands C of E Primary Academy

Toileting and Intimate Care Policy

Approved by: Rachael Johnson (Chair of Governors)

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Next review due by: May 2027 (but can be revised as needed)

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1. Aims

Toileting Aims

- To maximise access to toilet facilities during the day to promote the health, well-being and learning opportunities of all pupils
- To provide good quality and clean toilet facilities throughout the school
- To keep toilets open and available to all pupils throughout the school day
- To ensure that all toilet areas have properly maintained supplies at all times
- To implement and maintain an effective toilet cleaning, supervision and inspection regime
- To encourage children's awareness that they need to go the toilet at regular intervals or at specific times
- To develop going to the toilet independently prior to starting school
- To develop pupil's confidence and ability to tell an adult if he or she needs to go the toilet or has had an accident.

Intimate Care Aims

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers 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, safeguarding protocols awareness) that protect themselves and the pupils involved

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

2. Legislation and Statutory Guidance

This policy complies with statutory safeguarding guidance.

3. Role of Parents/Carers

3.1 Parental responsibility

The school's expectation is that pupils should be toilet trained before they start school. If a child is not fully toilet trained before starting school, the parent / carers must inform the class teacher and SENDCo. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. This meeting will also provide an opportunity to possibly involve other agencies as appropriate, such as a Health Visitor or School Nurse. If appropriate the school will draw up an Intimate Care Plan and parents / carers will be asked to provide spare clothes plus a packet of wet wipes and bags which will be kept in their child's bag.

3.2 Seeking parental permission

For children who need routine intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign an intimate care plan.

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 school is unable to get in touch with parents/carers and intimate care urgently needs to be carried out, the process will be carried out to ensure the child is comfortable, and the school will inform parents/carers as soon as possible afterwards.

3.2 Creating an intimate care plan

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

The school will work with parents/carers 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/carers will be consulted.

The plan will be reviewed once a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

3.3 Sharing information

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

4. Role of School

4.1 Use of toilets

We understand the importance of children being able to access the toilet when needed, and we are committed to supporting their health, comfort, and dignity. Allowing children to use the toilet when necessary helps to support their ability to focus and learn effectively in the classroom. Our approach reflects our belief in treating all pupils with respect and understanding. There may, however, be occasional circumstances where a short delay is necessary. In such cases, staff will always act with care and consideration, ensuring that the child's well-being remains the priority.

4.2 Foundation Stage Toilets

The Foundation Stage base has its own purpose built toilets. Access to these is not restricted during free-flow time and our children are encouraged to ask, when they need to go to the toilet during their time in school. Where access to the toilets is limited due to timetabled sessions outside of the classroom, all children are asked if they require to use the toilet before leaving the area. A bank of spare clothing is kept at school for toileting 'accidents'. If borrowed, these should be washed and returned as soon as possible.

4.3 KS1 and KS2 Toilets

There are designated toilets for children to use around the school site. The children are encouraged to ask to go to the toilet, so that we know they are leaving the classroom. Where access to the toilets is limited due to timetabled sessions outside of the classroom, all children are reminded to use the toilet if needed before leaving, e.g. lunchtimes. P.E. sessions. A bank of spare clothing is kept at school for toileting 'accidents'. If borrowed, these should be washed and returned as soon as possible.

4.4 Which staff will be responsible for Intimate Care

When a child requires intimate care, this will be carried out by a familiar adult, usually from their year group or phase. These may be:

- Learning Support Assistants
- Teachers

All staff at the school 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.

Staff who will oversee the intimate care may also be in these roles:

- Safeguarding and Welfare Officer
- SENCo
- Office staff
- Members of the Senior Leadership Team

4.5 How staff will be trained

Staff will receive:

- If appropriate, training in the specific types of intimate care they undertake
- Regular safeguarding training

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures
- They will also be encouraged to seek further advice as needed.

5. Intimate Care Procedures

5.1 How procedures will happen

Two members of staff will be present when delivering intimate care; 1 to deliver the care and the other to oversee.

Intimate care will be carried out by a member of staff who the child knows. Nappy sacks will be used for any wipes, pads or nappies and disposed of. Procedures may be carried out in the medical room, if required. When carrying out procedures, the school will provide staff with:

- Protective gloves
- Antibacterial spray and a cloth
- Spare wipes

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day. If a bath/ shower is considered necessary, the parent will be phoned and asked to collect.

5.2 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 school'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 (DSL). 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 school's safeguarding procedures.

6. Monitoring Arrangements

This policy will be reviewed by SENDCo annually. At every review, the policy will be approved by the school governing body.

7. Links With Other Policies

This policy links to the following policies and procedures:

- Accessibility Plan
- Safeguarding Policy
- Keeping Children Safe in Education 2024
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Equality Policy