Malden Manor Primary and Nursery School

'Being the best we can be'

Intimate Care and Toileting Policy

Date of Policy – 16 November 2026
Responsibility – CPP Committee
Review Schedule – 3 Yearly
Date of next review – Autumn Term 2029

Introduction

This policy covers the work of the school and the nursery. All are led by the school and governance rests with the Full Governing Board.

The Disability Discrimination Act (DDA 2001 amended 2005 and 2010) provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his/her ability to carry out normal day-to-day activities. It therefore follows that it is unacceptable to refuse admission to children and young people who are delayed in achieving continence.

An increasing number of children with disabilities and medical needs are being included in mainstream educational settings and early years and childcare settings in the private, voluntary and independent sector. A significant number of these require assistance with intimate care tasks especially toileting. Other children may also experience difficulties with toileting for a variety of reasons.

At Malden Manor we believe that all of the children we work with have the right to be safe, to be treated with courtesy, dignity, respect and to be able to access all aspects of the education curriculum.

Statement of Intent

We believe that the well-being of the child is paramount. We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person with the exception of the first aid treatment that will be conducted by a qualified first aider.

Aims

The Aims of this policy are:

- To safeguard the rights and promote the welfare of the children who have incontinence needs.
- To ensure the individual needs of the child and their self-esteem is paramount.
- To ensure the children's individual needs with regard to wearing and changing nappies are met.
- To provide guidance and reassurance to staff who have to provide intimate care.
- To ensure the health and safety requirements of the children and staff are met.
- To assure the preferences and concerns of parents are sought.
- To have regular reviews of the needs of the child with staff involved and parents.
- To ensure all children are protected from discrimination and to ensure full inclusion for all children.

Care of the Child

- Malden Manor Primary School and Nursery, seek information about a child's continence before a child starts.
- Knowledge of how the child is changed at home is sought to ensure consistency of care.
- Malden Manor staff agree who is to be responsible for changing an individual child by the individual's needs (This would usually be a member of the support staff).
- Children who are known to wear nappies know who they can go to when they need assistance or help with changing.
- A child is changed if they are soiled or obviously excessively wet.
- Malden Manor ensures that the nappy changing area is safe, secure, clean and ready to use.

- Where possible a mobile child should stand to be changed. If this is not possible the next best alternative is to change a child on a purpose built changing bed.
- A child's personal changing bag is taken to each classroom they visit regularly.
- Staff wear protective clothing at all times while changing a child and ensure full care is taken to protect the child and staff's health and safety.
- If a child has two loose movements in a session parents are called because this would suggest that the child has a stomach upset.

Malden Manor Primary and Nursery School, and parents/carers:

- Meet before the child starts school to discuss the individual needs of the child.
- Complete a Toileting Plan as soon as possible after a child starts school at Malden Manor and review half termly.
- Meet regularly to agree how the child's needs are being met.
- Agree on how the child is assisted and how and where this will take place.
- Agree to nappy changing routines.
- Agree to the supply of nappies, toiletries, spare clothes etc and systems for replenishment.
- Agree a procedure for information exchange relating to any marks or rashes.
- Support the child in achieving continence e.g. toileting programmes.

Resources provided at Malden Manor Primary and Nursery School:

- A suitable area, with running water and liquid soap, close at hand; privacy assured for the child.
- Plastic/disposable gloves and aprons for use by staff provided.
- A suitable changing surface with cover available. The surface must be cleaned between uses.
- A bin with lid for sole use of nappy / wipes disposal.
- Suitable disposal of wet or soiled nappies provided. Wet nappies must be single wrapped prior to being placed in the bin. Soiled nappies must be double wrapped.
- The bin must be emptied and cleaned regularly.
- Caretaking staff to be notified if bins need emptying more frequently than usual to ensure high levels of hygiene are maintained.
- Cleaning materials, such as surface wipes, available for use in changing area, as spray disinfectant should not be used when children are present.
- Suitable storage for child's personal belongings.
- Health & Safety notices to be displayed: Routine for changing children;
- A record to be kept in a safe, private place is kept, stating each time a child is changed, who by, with a time and date and any other relevant/appropriate information.
- Parents/Carers to be informed of any appropriate information (if a non-nappy wearing child has had an accident, if a child has a rash etc.)

Toileting Plan Record of Discussion with Parents

Name:	**D.O.B:**	**Date Agreed:**

	Details	**Action**
Working Towards Independence: e.g. taking child to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for Nappy Changing: e.g. who, where, arrangements for privacy		
Level of Assistance Needed: e.g. undressing, dressing, hand washing, talking/singing to child		
Infection Control: e.g. wearing disposable gloves, nappy disposal		
Sharing Information: e.g. if the child has a nappy rash or any marks, any family customs/cultural practice		
Resources Needed: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed: Parent: Key member of staff:	**Review Date:**