



Lift  
Meadstead

# **INTIMATE CARE & TOILETING POLICY**

## **1. Introduction**

**Lift Meadstead** is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves assisting a child to change his or her washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself. This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years Foundation Stage One and Two. The normal range of development for this group of children indicates that they may not be fully toilet trained. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment.

## **2. Aims and Objectives**

This policy aims:

- To provide guidance and reassurance to staff and parents/carers.
- To safeguard the dignity, rights and well- being of children
- To assure parent/carers that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

## **3. Toilet Training**

Starting school or nursery is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children in the EYFS may:

- be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while in response to the stress and excitement of beginning Foundation Stage One or Two

- be fully toilet trained at home but prone to accidents in new settings
- be on the point of being toilet trained but require reminders and encouragement
- not be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have a serious disability or learning difficulties
- have delayed onset of full toilet training in line with other development delays but will probably master these skills during the Foundation Stage
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting

**Schools are not expected to toilet train pupils. Therefore unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before they start in FS1.**

#### **4.Principles of Intimate Care**

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every Child has the right to

- feel safe
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be involved and consulted on their own intimate care to their level of understanding
- express their views and to have their views taken into account
- have levels of intimate care that are appropriate and consistent.

#### **5. Intimate Care in Key Stage 1 and Key Stage 2**

**Key Stage 1** - We will inform all parents/carers prior to them starting school of the current toileting policy highlighting that we will change children for odd 'accidents' but not routinely as part of day to day personal care.

**Key Stage 2** – Any child that soils or wets will not be changed by a member of staff unless they have a medical need that has been discussed with the parent/carer. However, we will provide a private, safe space, Key Stage 2 toilets or the disabled toilets, where the child may change on their own. We will supply clean clothes (to the best of our ability out of the 'spares box') and a carrier bag. The child's parent/carer will be informed either by telephone or in person at the end of the day.

## **5. Parental responsibility**

Partnership with parents/carers is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents/carers. Whenever possible prior permission should be obtained from parents before intimate care procedures are carried out. (See appendix 3) Parents/carers should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Education & Health Care plans, Pupil Profiles and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence.

### **What the school expects of parent/carers:**

Parents/carers will endeavor to ensure that their child is continent before admission to school (unless the child has additional needs).

Parents/carers will discuss any specific concerns with staff about their child's toileting needs.

Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.

Parent/carers are expected to bring a bag to school containing wipes, nappies, nappy bags, and a spare change of clothes

Parents/carers accept that on occasions their child may need to be collected from school.

## **6. Staff responsibilities**

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parent. Intimate care routines should always take place in an area which protects

the child's privacy and dignity. Children's intimate care routines should always be carried out by an assigned member of staff. Appropriate support and training will be provided when necessary.

Staff will ensure the following steps are taken to ensure the health and safety of both staff and children:

1. Alert another member of staff
2. Escort the child to a changing area i.e. designated toilet areas
3. Collect equipment and clothes
4. Adult to wear gloves and an apron
6. Children undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
7. Soiled nappies to be placed inside a nappy bag (double wrapped) and placed in the bin. Plastic aprons and gloves should be disposed of in the designated bin.
8. Any soiled clothing to be placed in a carrier bag and kept in a changing area then given to parent/carer at the end of the day.
9. Whenever possible children are expected to dress themselves, wash their hands and return to class
10. Adults should wash their hands thoroughly after the procedure.
11. Area to be cleaned and disinfected by adults before returning to class.

Intimate care incidents must be recorded (in the child's class) including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made. Parents/Carers are to be informed verbally or using a Record of Intimate Care Intervention Slip.

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause. School does not have staffing levels to accommodate staff regularly leaving the class to attend to an individual's hygiene.

## **8. Special educational needs and child protection issues**

The school recognises that some children with SEN and other children's home circumstances may result in children arriving at school with underdeveloped toilet training skills. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & Part 1V of the Disability Discrimination Act 1995. The School's Admissions Code (Department for Education, 2012) states that admissions authorities must not discriminate against or disadvantage disabled children or those with SEN. This is in line with the Equality Act 2010.

If a child's toileting needs are substantially different than those expected of a child his/her age, then the child's needs may be managed through an EHC Plan. A toileting program would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the toileting plan. If there is no progress over a long period of time a referral to the school nurse may be discussed.

Some children may have an EHC plan before entering school that will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The plan will identify delayed self-help skills and recommend a program to develop these skills. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

## **9. Safeguarding**

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. If the toilet management plan (**See Appendix 2**) has been agreed and signed by parent/carers, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

If a member of staff has any concerns the school child protection procedures should be followed.

**APPENDIX 1**

**RECORD OF INTIMATE CARE INTERVENTION**

Child's Name..... DOB.....

Name of Support Staff Involved.....

Date.....

Time.....

Procedure.....

Staff Signature.....

## **APPENDIX 2**

### **Meadstead Early Years Intimate Care Plan**

**For children in nappies or requiring personal care support**

#### **Child's Details**

- **Child's Full Name:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Setting/Classroom:** \_\_\_\_\_
- **Key Person:** \_\_\_\_\_

#### **Purpose of this Plan**

This care plan is designed to ensure your child receives safe, respectful, and dignified support with their personal care needs while at our setting. It is important to us that your child feels comfortable and secure during any intimate care routines.

#### **Intimate Care Responsibilities**

##### **Staff will:**

- Work in partnership with parents/carers to meet your child's individual needs.
- Use gloves and appropriate hygiene routines during all changes.
- Record all nappy changes or toileting incidents as per setting policy.
- Treat your child respectfully, ensuring privacy and comfort.
- Speak reassuringly with your child throughout.
- Encourage independence where appropriate (e.g., wiping, flushing, handwashing).
- Report any concerns such as rashes or unusual changes to you promptly.

##### **Parents/Carers will:**

- Provide sufficient nappies, wipes, creams (labelled), and a change of clothes.
- Inform staff of any changes in toileting routines or preferences.
- Communicate any cultural, medical, or personal care considerations.
- Continue to aim towards your child being independent in their toileting needs



## Child's Personal Preferences

*(To be completed by parent/carer)*

Please tell us about anything that will help your child feel more comfortable during nappy changes or personal care. For example:

- Words you use at home (e.g., "wee", "poo")
- Comfort items your child likes
- Particular routines you follow
- Reactions to certain wipes or creams

**My child prefers:**

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## Parent/Carer Consent

I give permission for staff to support my child with intimate care, including:

- ☐ Nappy changing
- ☐ Support with toileting
- ☐ Application of barrier creams (if provided)
- ☐ Changing clothes when needed

I understand that staff will follow the setting's Intimate Care Policy and hygiene procedures at all times.

**Parent/Carer Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Setting Use Only

**Staff Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date Plan Reviewed:** \_\_\_\_\_

**Next Review Due:** \_\_\_\_\_