

Sacred Heart
Catholic Primary School



Learning in Love

Intimate Care and Toileting Policy

2025-27

Mission Statement

Guided by truth, respect and compassion; we share in building upon every individual's foundation, nurturing a love of learning in preparation for tomorrow's society, with Jesus at the heart of all we do.

Governing Body with Responsibility	Ethos & Curriculum Committee
Agreed by Governors on	14th October 2025
Chair's Signature	S Quirke
Staff Member Responsible for Review	Inclusion Lead - Tanya Bastian
Date of Review	October 2027

Introduction

All children at Sacred Heart Catholic Primary School have the right to be safe and to be treated with dignity, respect and privacy at all times. This policy sets out clear principles and procedures for supporting intimate care, with specific reference to toileting and related needs.

The policy should be considered alongside our:

- Safeguarding Policy
- Health and Safety Policy
- Administering of Medicine Policy
- Accessibility Plan
- Special Educational Needs Policy

It also supports the statutory safeguarding and welfare requirements of the EYFS 2024, the Equality Act 2010, and the Disability Discrimination Act 2005.

Sacred Heart is committed to safeguarding and promoting the welfare of all children. Staff responsible for intimate care will always act professionally, ensuring children's rights, dignity and wellbeing are upheld.

What is 'Intimate Care'?

Intimate care is any care which involves:

- Washing, touching or carrying out an invasive procedure that most children carry out for themselves, but which some cannot.
- Contact with bodily functions, body products or personal hygiene that may involve exposure of the genitals.
- Examples include:
 - Changing nappies, incontinence pads or soiled clothes
 - Helping a child use the toilet
 - Washing intimate areas after an accident, illness or vomiting
 - Helping with dressing/undressing (e.g. underwear, PE kits)
 - Supporting with hygiene following messy play or weather-related accidents

Disabled pupils and those with medical or developmental conditions may require regular, planned intimate care support.

Aims

This policy aims to ensure that:

- Intimate care is carried out sensitively, respectfully and in line with agreed care plans.
- The dignity, rights and wellbeing of children are safeguarded at all times.
- Pupils with intimate care needs are not discriminated against.
- Parents are assured that staff are trained, competent and professional.
- Staff work within safeguarding, health and safety and hygiene protocols that protect both themselves and the children.

Roles & Responsibilities

Parent/Carers

- Provide consent for intimate care on entry to EYFS (recorded in admission paperwork and Arbor).
- Supply required items (e.g. nappies/pull-ups, wipes, pads, bags, spare clothes).
- Share relevant medical, developmental or toileting information.
- Work in partnership with school staff and/or external services on toilet training at home.
- Work in partnership with school staff on intimate care plans.

Staff

- Carry out intimate care only when necessary, encouraging independence whenever possible.
- Respect the child's dignity and comfort, explaining what is happening in an age-appropriate way.
- Record all intimate care procedures in the Changing Log (*Appendix 1*).
- Wear appropriate PPE (disposable gloves, and masks if required).
- Ensure another adult is aware when intimate care is being carried out.
- Report safeguarding concerns immediately to the DSL/DDSL.

Practical Procedures

Toilet Training

- While schools are not expected to toilet train children, Sacred Heart recognises that some children will start school at different stages of independence.
- Staff will support children sensitively in line with home routines, while promoting independence.
- Where a child requires structured toilet training, this will be planned in partnership with parents, and recorded in a written plan.
- For children with medical or developmental needs, advice from health professionals (e.g. paediatricians, occupational therapists) will be sought.

Nappy Changing

- Designated staff, familiar to the child, will carry out nappy changes.
- Where possible, children will be changed standing up to encourage independence.
- Changes will take place in designated toilet areas with the door slightly ajar (to ensure safeguarding but maintain privacy).
- Each change will involve:
 - Fresh PPE for staff
 - Use of wipes/cleansing products provided by parents
 - Safe disposal of soiled nappies (double bagged, placed in nappy bin)
 - Cleaning of surfaces with antibacterial wipes/spray
 - Handwashing for both child and adult afterwards
- Parents will be informed at the end of the day if their child has required nappy changes.

Accidents and Soiling

If a child soils or wets themselves:

- Staff will discreetly support the child to remove soiled clothing.
- The child will be encouraged to clean themselves as far as possible.
- Clean clothes (school spares or child's own) will be provided.
- Soiled clothing will be double bagged, labelled, and returned to parents.
- The incident will be recorded in the Changing Log.

If a child refuses help, parents will be contacted immediately.

Intimate Care Plans *(Appendix 2)*

For pupils with ongoing intimate care needs (e.g. SEND, medical needs), an **individual care plan** will be drawn up in consultation with parents, the child (where possible), and relevant health professionals.

The plan will detail:

- Type of care needed and frequency
- Who will provide care and where
- Equipment/resources required and who provides them
- How procedures may differ on trips/visits
- Safeguarding arrangements (number of staff, child preferences, communication needs)
- Cultural or religious considerations

The Family Engagement Officer (FEO) will write the intimate care plans and ensure that they are reviewed **twice yearly (September & February)** or when needs change.

Hygiene and Health & Safety

- All staff must follow strict hygiene procedures, including handwashing before and after care.
- PPE (gloves) must be worn for all intimate care.
- Soiled nappies/clothing will be disposed of or returned safely in sealed bags.
- Cleaning products will be stored safely in accordance with Health and Safety guidance.
- Risk assessments will be in place for intimate care, including manual handling where required.

Safeguarding

- All staff carrying out intimate care are DBS checked.
- Volunteers and students will not carry out intimate care.
- If a child shows distress, reluctance or makes an allegation, the procedure will stop immediately and the DSL will be informed.
- Staff must report any concerns about physical marks, injuries or changes in behaviour following intimate care.

Appendix 1: Changing Log

Changing Log Recording

Changing logs must be recorded consistently to ensure effective tracking and GDPR compliance. Each child has an individual log sheet, which is stored in a central class folder organised alphabetically. This approach ensures accurate record keeping and allows for clear reporting to parents.

Intimate Care: Changing Log

Pupil's Full Name:

Name of Staff involved:

Date	Time	Procedure	Signature(s)	Comments

Appendix 2: Template intimate care plan

PARENT	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year (September & February).

Next review date:

To be reviewed by: