



Southglade Primary and Nursery School

Toileting and Intimate Care Policy

Summer 2026

Here at Southglade we want to provide a safe caring environment for our children, where they feel safe, nurtured and happy.

In order to achieve this, we have in place a group of policies that complement each other to safeguard, protect and promote the welfare of our children.

These policies are:

Attendance Policy

Behaviour Policy

SEND Policy

Child Protection Policy

Visitor and Volunteer Policy

Confidential Reporting Code (Whistle Blowing Procedure)

Procedure for handling concerns and complaints

Toileting and Intimate Care Policy

Our Safeguarding statements:

We cannot promise children that we will keep secrets.

It is all our responsibility to keep our children safe.

We must all follow the safeguarding and children protection policy.

All children at Southglade Primary and Nursery School have the right to be safe and be treated with dignity, respect and privacy at all times to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on providing intimate care with specific reference to toileting. It aims to manage risks associated with toileting and intimate care and ensures that employees do not work outside the remit of their responsibilities.

It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) framework September 2021 and the Equality Act 2010.

Southglade Primary and Nursery 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;
- no child will be sent home or have to wait for their parents/carer due to incontinence unless an agreement has been made with the parent/carer;
- adjustments will be made for any child who has delayed continence.

Intimate Care Tasks

These include 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

We recognise that children join our school at different stages of their toileting journey. Some children grasp toileting quickly whilst others can take longer to become confident. There is no expectation that children will be toilet trained when joining Nursery and this will be discussed at an Initial meeting. We work closely with parents to support their child at a pace that is appropriate to them as individuals. Parents/carers are made aware that staff are on hand to offer advice on how to toilet train and are put into contact with relevant support services if needed, such as the school nursing team. Parents/carers are also asked to inform school of any medical condition which may affect the child's toileting needs. Parents are asked to supply the following if necessary:

- spare nappies or pull-ups
- wipes and nappy sacks

- spare clothes
- spare underwear

Best Practise

- Intimate care will be provided by a teaching assistant, special needs assistant or mid-day supervisor. The care will be given by one adult unless there is a specific reason for having more adults present.
- If a child is at risk of absconding, 2 adults will be present.
- Children will be encouraged to do as much as they can for themselves and lots of praise and encouragement will be given.
- Nappies will be changed in the hygiene room with the door left ajar. When changing nappies, the adult will position themselves, so the child's head is pointing towards the door.
- Other intimate care duties may be carried out in Foundation Stage, KS1 or KS2 toilets.
- If a child requires cream administering to intimate parts of the body, the parent/carer will sign a permission form beforehand, and 2 staff members will be present.
- In the event of a child requiring a more thorough wash than school can provide, the parent/carer will be called.

Safeguarding

All staff will be subject to a DBS check prior to employment at school. If a member of staff is concerned about any physical or emotional changes on a child such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

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

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. In these situations, staff will wear protective clothing if necessary e.g. disposal plastic gloves and aprons, and wash themselves thoroughly afterwards. 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 practical steps to prevent and control the spread of infection.

Use of Shower in the Hygiene Room

The hygiene room includes a shower which will only be used in emergency situations. Parents or carers will be contacted in advance and permission will be obtained before the shower is used. When the

shower is in use, the hygiene room door will be locked to prevent access by other students. At all times, two members of staff will be present in line with safeguarding procedures.

Home/School Partnership Agreement

I have read the toileting and intimate care policy and understand and agree to the procedures that would be followed if my child requires toileting support or intimate care.

Signed (parent/carer): _____

Parent/carer name: _____

Date: _____