



Glenfield Primary School

Toileting and Intimate Care Policy and Procedure

Written: September 2026

Review: September 2027

Principles

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

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting and other personal care tasks. It should be considered in line with our Safeguarding Policy, Health and Safety Policy, and Administering of Medicines Policy.

This policy has due regard to the legislation and guidance of the Equalities Act 2010.

Commitment to Inclusion

Glenfield Primary 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 continence will be refused admission.
- No child will be sent home or have to wait for their parent/carer to assist them due to incontinence.
- No child will be excluded from an activity or trip because of their intimate care needs.

What Intimate Care Includes

Intimate care tasks may include, but are not limited to:

- Dressing and undressing – including underwear.
- Washing – including intimate parts.
- Helping a child on or off the toilet.
- Nappy changing.
- Medical procedures requiring direct or indirect contact with an intimate personal area (e.g., catheterisation, stoma care).

This policy applies both during the school day and at all school activities, including clubs, trips, and residential visits.

Partnership with Parents/Carers

Staff at Glenfield Primary School work in partnership with parents and carers to provide care appropriate to the needs of the child. If intimate care is required routinely, an Intimate Care Plan will be written (Appendix 1). This document details:

- What care is required.
- How often the care is required.
- Any additional training required.
- Equipment required if necessary.
- The procedure if the member of staff notices a mark or an injury, or the child becomes unduly distressed.

- How intimate care will be carried out on a school trip.

The plan will be monitored regularly by school staff and parents/carers. Any amendments will be made in accordance with the child's development and changing needs.

Parents/carers may be asked to supply the following:

- Nappies, wipes, creams, nappy sacks, etc.
- Spare clothes including underwear.

Best Practice

When intimate care is required, the member of staff will explain fully the task to be carried out and the reason for it. Staff will encourage children to do as much for themselves as possible.

All staff will:

- Maintain high standards of personal hygiene.
- Take all practicable steps to prevent and control the spread of infection by cleaning the area thoroughly after use and washing hands carefully.
- Use disposable gloves and aprons when physical contact is necessary.
- Respect the child's dignity and privacy by ensuring care is provided in an appropriate space.
- Seek the child's verbal consent wherever possible before beginning intimate care.
- Encourage independence but never expect a child to complete a task they are unable to manage safely.
- Consult with colleagues where any variation from the agreed procedure/care plan is necessary.
- Record and justify any variation, sharing the information with the pupil and their parents/carers.
- Avoid any visually intrusive behaviour.
- Consider the supervision needs of the pupil, ensuring that only those required to provide care remain in the room.
- Never change or toilet pupils in the presence or sight of other pupils.
- Not assist with intimate or personal care tasks which the child can undertake independently.

Staffing and Training

Intimate care will normally be carried out by one member of staff. A second adult may be present in situations where this is deemed necessary for safeguarding reasons, health procedures, or training purposes.

Staff carrying out intimate care will be identified in the child's Intimate Care Plan.

Staff will receive appropriate training before undertaking intimate care tasks, with refresher training provided as needed. Training may be delivered by healthcare professionals for specific medical procedures.

Only staff who feel competent and confident will carry out intimate care.

Safeguarding

All staff involved in intimate care are trained in recognising the signs and symptoms of abuse, in line with government guidance. All staff at Glenfield Primary School have an enhanced DBS check.

When intimate care has been carried out, it will be logged on MediTracker, including the date, time, nature of care, and staff involved. These records will be monitored by the SENCo/DSL.

If staff have concerns about any physical or emotional changes to a child (e.g., soreness, marks, bruises, distress), they must inform the Headteacher/DSL immediately. The Safeguarding Policy will then be implemented.

If a child becomes unhappy about being cared for by a particular member of staff, school leaders will investigate and discuss with parents/carers. Support and advice may be sought from external agencies as appropriate.

If a child makes an allegation against a member of staff, all necessary procedures will be followed in line with the Multi-Agency Child Protection Procedures.

All staff are required to confirm that they have read and understood Keeping Children Safe in Education and to refer to other relevant school policies for clarification of practice and procedures.

Review of Policy

This policy will be reviewed annually, or sooner if legislation or guidance changes, in consultation with staff, parents/carers, and, where appropriate, pupils.

Appendix 1

_____ Intimate Care Plan 2025-2026	
Who will carry out the intimate care?	
Type of intimate care needed	
How often will the care be given?	As and when needed.
Where will the intimate care take place?	
What equipment and resources will be used and who will provide them?	All the equipment required is provided by home. School to let home know when supplies are running low.
How will procedures differ if intimate care is taking place on a school trip?	When carrying out the risk assessment for the trip ensure there is a toilet which _____ can access to allow care to be carried out. Ensure change of clothes and wipes are taken on the trip along with a bag for soiled or wet clothes.
What will the staff member do if the child is unduly distressed or the staff member notices a mark or injury?	Inform a member of SLT and/or a DSL.
Care plan agreed by: _____ Parent _____ Class Teacher _____ Teaching Assistant _____ Head teacher	