



Sandy Lane Primary School

Intimate Care Policy

Sandy Lane Primary School is part of the Greenshaw Learning Trust.
The Greenshaw Learning Trust is a charitable company limited by guarantee registered in England and Wales, company number 7633694, registered at Greenshaw Learning Trust, ORU Sutton, Throwley Way, Sutton, SM1 4AF.



Sandy Lane Primary School Intimate Care Policy

This policy describes Sandy Lane Primary School's procedures for supporting intimate care with specific reference to toileting. This procedure applies to Sandy Lane Primary School and all governors and staff of the school must abide by this procedure, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this procedure school staff must take account of any advice given to them by the GLT CEO and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the GLT CEO should be consulted.

Approval

Maintenance of the policy is the responsibility of the GLT Directors of Education and the Headteacher

Reviewed: November 2025

Introduction

At Sandy Lane Primary School, we recognise all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school, while others will not yet be fully independent. Some children will remain dependent on support for personal care in the long term, while others will progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned and can severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding while at school are more able to access the whole curriculum and be included in all aspects of school life.

Intimate Care Tasks

The definition of Intimate Care is any physical care undertaken by a member of staff in order to support the individual needs of a child. This may include:

- ❖ Dressing and undressing a child,
- ❖ Incontinence care,
- ❖ The removal, change and safe disposal of incontinence pads or nappies.
- ❖ The toileting, wiping and care of the genital and anal areas.
- ❖ Each aspect of intimate care will be carried out by named members of staff who have undergone appropriate training and instruction and are aware of best practice guidelines.

Aims

All children at Sandy Lane Primary 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 supporting intimate care with specific reference to toileting. It should be considered in line with the school Safeguarding Policy, the GLT Health and Safety Policy and Procedures, the GLT Special Educational Needs Policy and the school Supporting Children with Medical Conditions procedure.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) Framework April 2017 and the Equality Act 2010.

At Sandy Lane Primary School we will ensure that:

- ❖ No child's physical, mental or sensory needs 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;
- ❖ Adjustments will be made for any child who has delayed continence.

Partnership Working with Parents/Carers and Pupils

The toileting needs of individual children will be discussed at an initial meeting when the child is due to start school. Parents/carers will be made aware that staff are on hand to offer advice on how to

support toilet training or they will be put in contact with relevant support services if needed. Parents/carers will also be asked to inform the school of any medical condition which may affect their child's toileting needs or require any other intimate care.

On entry into the school, or when circumstances lead to the introduction of an Intimate Care Plan, each child will be assessed to ascertain their individual needs. This assessment will involve the child's parent/carer, the class teacher and either the Special Educational Needs Coordinator or a member of the Senior Leadership Team.

Parents/carers will be expected to provide some or all of the items which are required to carry out the child's Intimate Care Plan. This may include:

- ❖ A change of clothes
- ❖ Incontinence pads / nappies
- ❖ Wipes
- ❖ Cream/Medication needed for conditions such as nappy rash.

Communication between staff, parents/carers and the child is paramount; the procedure should be clearly explained to the child and they will be fully aware of the tasks that the adult is responsible for and the tasks which they are required to complete independently.

Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness (e.g. Sickness and diarrhoea), or when a child refuses to let a member of staff help change their clothing.

Where necessary, intimate care plans will be reviewed and additional advice will be requested from health professionals.

Providing Intimate Care and Care Planning

Sandy Lane Primary School is committed to respecting and promoting the independence and privacy of every child. Any intimate care that is required will be carried out sensitively and with professionalism. When dealing with a child who requires support in any of these areas, staff will carry out such duties with the utmost respect. Children will be actively encouraged and supported in attaining the highest level of independence. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account the child's age and stage of development and any additional medical needs.

There shall be a high awareness of child protection issues and any concerns will be discussed immediately with a Designated Safeguarding Lead.

In line with this, each child will have an Intimate Care Plan. Appropriate targets to promote independence and communication may be set as part of the child's individual learning plan (ILP) if they have one.

On each site, an accessible toileting facility will be identified for children who need support with intimate care. The school will provide any necessary equipment to ensure the child can access such facilities without the need for manual handling (lifting).

Any time intimate care is given, a record will be made on an 'Intimate Care Record Form' - see Appendix A.

Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan will include:

- ❖ Who will change the child including back-up arrangements in case of staff absence or changes
- ❖ Where changing will take place
- ❖ What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment
- ❖ How the product, if used, will be disposed of, and how wet or soiled clothes will be kept until they can be returned to the parent/carer
- ❖ What infection control measures are in place
- ❖ What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- ❖ Training requirements for staff
- ❖ Arrangements for school trips and outings

Care plan review arrangements

Should a child with complex continence needs be admitted, an appropriate health care professional (e.g. School Nurse or Family Health Visitor) will be closely involved in forward planning.

Personal Care and Health and Safety Procedures

The staff at Sandy Lane Primary School will follow agreed procedures when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Members of staff who carry out the Intimate Care Plan of any child will need to adhere to the following:

Class teachers will need to be informed before any child is taken to the toileting facility.

Gloves will be worn before the start of any procedure and remain on until the end of the procedure and aprons are to be worn when appropriate.

Where possible, two members of staff will be responsible for the changing of an individual child. Individual circumstances will be discussed and agreed with parents/carers and will form part of the Intimate Care Plan.

Soiled incontinence pads/nappies, wipes and all other waste will be placed in a bag, the bag will be tied and placed in the sanitation disposal bin provided (in line with the Environmental Protection Act, 1990).

- ❖ Gloves and aprons if used will be removed and placed in the sanitation disposal bin.
- ❖ Staff and children will wash their hands following any Intimate Care support.
- ❖ Soiled children's clothing will be bagged to go home - staff will not rinse it.
- ❖ Record all Intimate Care support on an 'Intimate Care Record Form'.

Safeguarding

