



Barnsole Primary School

Intimate Care and Toileting Policy



Date of Last Review:	September 2025
Date of Next Review:	September 2026

Purpose and Principles

Barnsole Primary School is committed to safeguarding and promoting the welfare of every child, in line with *Keeping Children Safe in Education (2025)* and the *Equality Act (2010)*. Intimate care will always be delivered respectfully, professionally, and in partnership with parents/carers, ensuring dignity, privacy, and the child's best interests.

Intimate care includes any support with personal hygiene that a child cannot manage independently (e.g. toileting, washing, changing clothes, or managing continence). Many pupils will be fully independent, but some—due to age, medical needs, or disability—require regular assistance.

Equality, Inclusion and Conditions

Children with disabilities or long-term health conditions may need additional toileting support. The school recognises its duty not to discriminate and to make reasonable adjustments, including personalised care plans.

Children will be encouraged towards independence wherever possible. Staff will adapt practice to developmental needs (e.g. puberty, menstruation) and will use the child's preferred communication style to explain what is happening.

Roles and Responsibilities

- **Parents/Carers** are expected to provide spare clothes, nappies/pull-ups, wipes and creams, and to toilet/change their child immediately before school. They will inform the school of any relevant medical needs, rashes, or family routines.
- **School Staff** will:
 - Respond promptly and discreetly to accidents or care needs.
 - Follow the agreed care plan where one is in place.
 - Record all intimate care given in the school log.
 - Report any concerns (marks, rashes, unusual distress) to the Designated Safeguarding Lead (DSL).
 - Review arrangements with parents/carers regularly.

Procedures for Intimate Care

- A designated area with appropriate equipment (changing mat, gloves, aprons, wipes, disposal bins) will always be used.
- Staff must inform another adult before providing intimate care and record the date, time, and type of support given.
- Privacy will be protected: doors closed but not locked, signage used where possible.
- Soiled clothing will be double-bagged and returned to parents.
- Staff will wear gloves and aprons; hands and surfaces must be washed/sanitised after every change.
- Parents will only be contacted in exceptional circumstances (e.g. sickness, refusal, or significant distress).

Safeguarding and Child Protection

Children requiring intimate care may be more vulnerable to abuse. All staff must follow safeguarding procedures:

- Concerns about marks, bruising, or unexplained distress must be reported immediately to the DSL.
- Any allegation made by a child will be handled in line with the school's safeguarding and whistleblowing policies.
- Intimate care will normally be delivered by one member of staff. A second adult may be present where risk assessment indicates this is appropriate.

Partnership Working

The school and families will agree together:

- Frequency and approach to toileting or nappy changing.
- Strategies to promote independence.
- Clear communication methods (daily updates, logs, phone calls where required).

Our shared aim is for every child to feel safe, respected, and supported in their personal care, and to develop the highest level of independence possible.

Toileting Care and Learning					
Name of pupil					
Date					
Date of next review					

Awareness					
Tasks for care and learning	Independent Please tick	Learning target at home Please tick	Learning target at school Please tick	Dependent Please tick	Comments
Indicates when they have been to the toilet in their nappy					
Knows when toilet is needed					
Indicates when toilet is needed					
Needs to be asked/reminded					
Needs to be reminded to go to the toilet at set times					
Needs to be taken to the toilet at set times					

Toileting					
Tasks for care and learning	Independent Please tick	Learning target at home Please tick	Learning target at school Please tick	Dependent Please tick	Comments
Locks/shuts cubicle door					
Pulls down underwear					
Gets on toilet					
Urinating					
Empties bowels					
Sits for a nominated time					

Cleans self using paper					
Gets off toilet					
Knows when wet/soiled					

Record of discussion with parents/carers

Child's Name	Date of Birth
Date Agreed	Date of review

	Details	Action
Working towards independence Such as taking the child to the toilet at timed intervals, using sign or symbols		
Arrangements for nappy changing Such as who, where, arrangements for privacy		
Level of assistance required Such as dressing, undressing, hand washing, talking/signing to child		
Sharing information Such as if the child has any marks or nappy rash, any family routines around toileting		
Resources required Such as a special seat, nappies/pull ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed by parent	Signed by key member of staff
Date	Date