

# **Hindley J and I School**



## **Intimate Care Policy**

**Written: September 2025**

**To be reviewed: September 2026**

**Signed on behalf of the School: Miss D Egan**

**Signed on behalf of the Governors: Mr G Doubleday**

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## **Intimate Care Arrangements Policy**

Hindley J and I takes the health and wellbeing of its pupils very seriously.

School governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting their ability to carry out normal day-to-day activities must not be discriminated against.

Pupils will always be treated with care, sensitivity and respect when intimate care is given, and no pupil will be left feeling embarrassed or as if they have created a problem.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children and Families Act 2014
- Education Act 2011
- Health Act 2006
- Equality Act 2010
- DFE Keeping children safe in education 2025

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## **Introduction**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. Arrangements will be made with parents to discuss the personal care needs of any pupil prior to them attending the school.

In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control.

The child's views will be actively sought and in particular, any discomfort with the arrangements addressed. Regular consultations will be arranged with all parents and pupils regarding toilet facilities.

Staff will be made aware of the school's Health and Safety policy, Child Protection Policy and all other relevant policies as part of their induction and ongoing training.

## **School Practice**

Intimate care arrangements will be discussed with parents/carers.

The needs and wishes of children and parents will be considered wherever possible within the constraints of staffing and equal opportunities legislation.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities as staff will encourage each child to do as much for him/herself as he/she can.

Each child's right to privacy will be respected.

## **Children wearing nappies and parental responsibilities**

When the school admits a child who is still wearing nappies, discussions will be carried out with the parents to agree best practice, including who will be responsible within the school for changing the child and when and where this will be carried out. This discussion allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

Unless other arrangements are agreed with the school, the parent should provide nappies, disposal bags, wipes, changing mat etc.

Parents will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.

Parents will provide spare nappies, incontinence pads, medical bags, wet wipes and a change of clothing in case of accidents.

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This policy will be discussed with parents to ensure that they understand the policies and procedures surrounding intimate care.

Parents will inform the school should their child have any marks or rashes.

Parents will come to an agreement with staff in determining how often their child will need to be changed, and who will do the changing.

Parents are consulted on the approach to toilet training their pupil to ensure there is consistency with the approach at home. Pupils' progress is discussed at handover with parents. If any pupil is struggling with toilet training techniques or has any issues, e.g. a rash, this will be discussed with the class teacher and the pupil's parents.

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

To build independence, pupils will be encouraged to replace their own clothes and flush the toilet, if they are capable of doing so.

At Hindley J and I we will support children with toilet training through working in partnership with parents/carers. We aim to follow good practice guidelines in supporting children to become toilet trained. Parents/carers will always be consulted with regard to toilet training procedures.

### **Toileting 'readiness'**

A child may be ready to start using the toilet if she/he:

- Stays dry for a couple of hours a day
- Takes an interest when others go to the toilet
- Has bowel movements at regular times during the day
- Can demonstrate when a bowel movement is taking place, e.g. by squatting for making a noise
- Let's you know she/he wants to be changed when the nappy/underwear is soiled

### **Good practice involves:**

- Being positive and happy with the child
- Giving lots of praise whenever a child uses the toilet
- Taking things at the child's pace
- Expecting setbacks
- Encouraging parents/carers to dress children in easily manageable clothing

Practitioners will never force a child to sit on the toilet or show upset if a child has an accident. Children will be changed in a positive manner with minimal fuss.

### **Equipment Provision**

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For all aspects of intimate care, the school is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

Should specialist equipment or apparatus be required, following assessment from physiotherapist/ occupational therapist etc, this will be provided in consultation with the relevant specialist.

## **Health and Safety**

Staff should always wear gloves when dealing with a child who is wet or soiled.

Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner).

## **Intimate care**

The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing) another member of staff will always be present and made aware of the task being undertaken.