St Mary's CE (VA) Primary School

Intimate Care Policy

2026

At St Mary's Primary School, we understand the importance of safeguarding and promoting the welfare of children.

At St Mary' no child is excluded from participating in our setting who may be, for any reason, not yet toilet trained and who may still be wearing nappies or equivalent. We live in community and service and therefore, work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance. We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

All staff are responsible for providing intimate care duties in a professional manner at all times, and treat children with sensitivity and respect. The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

A written record will be kept of all support with intimate care (appendix 1). This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the child's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

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

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Control of Substances Hazardous to Health Regulations 2004
- Keeping Children safe in Education 2026
- Statutory Framework for the Early Years 2025

Safeguarding Procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

The school will ensure that all adults providing intimate care have undergone enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis.All members of staff are instructed to report any concerns about the safety and welfare of children with regards to

intimate care, including any unusual marks, bruises or injuries, to the DSL in accordance with the Safeguarding policy.

Changing/ Toileting Guidelines

The following must be taken into consideration:

1. The need for privacy whilst been aware of the need to protect staff from allegations and pupils from inappropriate touching.
2. Consistency of approach with necessary information being communicated to all.
3. Encourage as much independence as possible.
4. Be aware of the assistants own personal hygiene and use of appropriate aids.
5. Clean from front to back.
6. Dispose of waste appropriately (yellow bin).
7. Creams only to be used with signed permission from parents (see medical policy).
8. Report any concerns in line with the Safeguarding policy.
9. Ensure a record is kept of the change and communicate this wit parents.

Medical Procedures

Some children may require assistance with invasive or non-invasive medical procedures such as the administration of rectal medication, managing catheters or colostomy bags. These procedures will be discussed with parents/carers, documented in the SMTL, EHCP or Care Plan and will only be carried out by staff who have been appropriately trained. Staff must follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly. Any members of staff who administer first aid must be appropriately trained in accordance with the medical needs policy. If an examination of a child is required in an emergency aid situation, it is advisable to have another adult present, with due regard to the child's privacy and dignity.

Parent/Carer responsibilities

Parents/Carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/Carers should try to:

• ensure that they work towards their child achieving the maximum possible level of independence at home. • work with school to develop and agree to the care arrangements.

• make sure that school always has required equipment available for their child's intimate care or toileting needs.

• ensure that school always has their emergency contact details. • ensure their child is dry and clean on arrival to school

For support on toilet training please follow the link

https://startingreception.co.uk/potty-training/

Complaints

Any complaints under this policy will be dealt with in accordance with the Complaints procedure unless they relate to Child Protection issues, in which case Child Protection procedures will apply.

Appendix 1

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Intimate Care Record

Child's name	Date	Time	Notes	Staff name