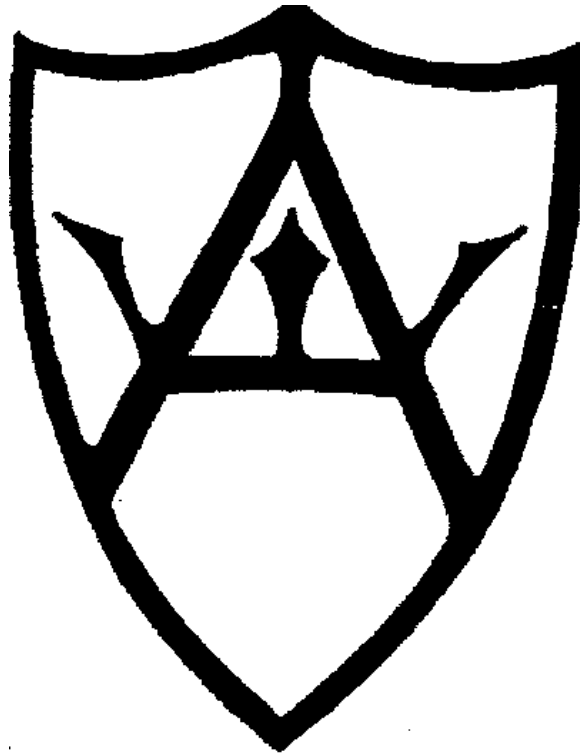


Alfriston School



Intimate Care Policy

September 2026

At Alfriston Primary School, we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that requires direct or indirect contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a child who has soiled themselves or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled children may be unable to meet their own care needs for a variety of reasons and will require regular support.

Expectations

Prior to starting at Alfriston Primary School parents/carers will be reminded of the school's expectation that pupils should be toilet trained. This expectation will be communicated through the induction pack and during the parents' welcome meeting.

If a child is not fully toilet trained before starting school, parents/carers must inform the school as soon as possible. A discussion will then take place to consider the child's individual needs and, where appropriate, an Intimate Care Plan will be implemented.

Parents/carers remain responsible for supporting and carrying out toilet training and establishing any necessary changing routines. While the school will work in partnership with families to support the child's wellbeing and inclusion, responsibility for toilet training rests with the parents/carers and not the school.

Practicalities

We recognise that from time to time, some children may have toileting accidents and require assistance with their intimate care. In addition, some children and young people with disabilities, medical conditions or special educational needs may require support with their personal and intimate care on a more regular basis.

Children are encouraged to recognise and respond to their own toileting needs. Pupils who need to use the toilet will be allowed to do so. As they move through the school, children are encouraged to use the toilet at appropriate times during the school day where possible; however, allowances will always be made for those who require more frequent or flexible access.

Children in the Early Years Foundation Stage (EYFS) have access to toilet facilities whenever required and are encouraged to develop independence in line with their age and stage of development. Staff provide regular reminders about toileting and support good hygiene practices, including handwashing after using the toilet.

As a small school, we have only one set of children's toilets.

Role of School/Staff

If a child soils themselves whilst at school, they will be discreetly supported by a member of staff and taken to an appropriate private area, such as the medical room or designated toilet facilities.

Wherever possible, children will be encouraged and supported to clean and change themselves, with verbal guidance and reassurance from a member of staff. Where a child is unable to do so independently, an appropriately trained member of staff will provide the necessary assistance whilst encouraging the child to participate as much as they are able.

To promote dignity, safety and independence, children will normally be supported to change whilst standing. However, staff will take account of the child's age, developmental stage, medical needs and individual circumstances, and alternative arrangements will be made where necessary.

Any soiled clothing will be placed in a plastic bag and sent home with the child at the end of the school day. Parents/carers will be responsible for laundering and returning any clothing provided by the school as soon as possible.

At all times, staff will be mindful of the child's comfort, dignity and emotional wellbeing when providing intimate care. If a child appears unwell, the parent/carer will be contacted promptly. In the event that a child refuses intimate care, parents/carers will be informed immediately and appropriate arrangements will be agreed.

The school aims to ensure that no child remains in soiled clothing for longer than necessary. As soon as staff become aware of a toileting accident, appropriate support will be provided to clean and change the child in a sensitive and timely manner.

Children will be treated with respect and reassurance throughout the process and will receive positive encouragement for their efforts to develop independence in managing their toileting needs. Staff will take care not to draw unnecessary attention to accidents and will support children in a way that preserves their dignity, confidence and self-esteem.

There may be occasions when staff will make the child as comfortable and clean as possible but parents may still be required to come and take the child home if the soiling indicates that the child has a stomach bug, if the child has vomited or if further cleaning may be required e.g. bath or shower.

The management of all children with intimate care needs is carefully planned.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

During care routines children should be talked to about what is happening to enable them to anticipate, understand and participate in care procedure.

Children will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Intimate care plans will be drawn up for any pupil requiring regular intimate care.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one child will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented. There will always be a second adult in the vicinity who would have been made aware of the task being undertaken.

Intimate care arrangements will be discussed with parents/carers.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Role of Parent/Carer

Parents/carers should ensure that their child is changed and attended to immediately before arriving at school wherever possible.

Where a child has an intimate care need, parents must provide their child with a full change of clothes, spare underwear/nappies/pull-ups, wipes & nappy bags/plastic bags for soiled clothes.

Where a child has a one-off accident and does not have a spare set of clothes in school the parent/carers will be contacted to bring clothes to the school and the child will wear their PE kit until these arrive.

Parents/carers are expected to replenish any spare clothing and personal care supplies used during the school day, as soon as possible.

Health & Safety

- Staff should wear PPE (disposable gloves and apron) while dealing with the incident.
- Soiled nappies to be double wrapped, and placed in the lidded bin in the medical room.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Paper towels available for drying hands.

Help and Support

There is lots of useful information and resources on the ERIC website (The Children's Bowel and Bladder Charity) - <https://www.eric.org.uk>. There are also professionals who can provide additional help and support for parents/carers, this includes the School Health Team and the Children's Bladder and Bowel Service. The school can make referrals to the School Health Team and your GP can refer you to the Children's Bladder and Bowel Service.

Legislation

The Governing Board recognises its duties and responsibilities in relation to the Equalities Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Safeguarding

Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) they will immediately report concerns to the Designated Safeguarding Lead.

If a child makes an allegation about a member of staff, this will be investigated in accordance with the procedures for dealing with allegations against staff. (See Child Protection & Safeguarding Policy).

Appendix 1Permission Form for Intimate Care

Dear Parent/Carer

If your child wets or soils themselves whilst they are at school, it is important that measures are taken to have them changed and, if necessary, cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so, or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Alfriston Primary School has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please complete the slip below and return it to the school office as soon as possible.

Yours sincerely

Headteacher

Intimate Care Policy

Name of Child:

Class:

Please tick as appropriate:

☐ I give consent for my child to be changed and cleaned if they wet/ soil themselves whilst in the care of Alfriston Primary School.

☐ I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer:

Date:

Appendix 2Intimate Care Plan

Child's name	
Date of Birth	
Class	
Describe intimate care needs	
Daily care requirements	
Arrangements for school trips/visits	
Other information	
Staff training needed/undertaken – who, what, when	
Referrals/outside agencies involved	

Working Towards Independence

What child will try as they work towards independence and what staff and parent/carer will do to support this.

Agreed and signed:

Parent/Carer: Date:

Headteacher: Date:

Class teacher: Date:

Appendix 3**Record of Intimate Care Intervention**

Child's Name:

Class:

Date	Time	Procedure	Staff Signature	Second signature