

"TO BE THE BEST THAT WE CAN BE"



Intimate care policy

Ightenhill is aware that all learners need open access to clean, well-stocked and safe toileting provision and that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Legislative Framework

This policy has been developed with regard to:

- Children and Families Act
- Equality Act
- Keeping Children Safe in Education (current version)
- SEND Code of Practice
- Supporting Pupils with Medical Conditions at School (DfE)
- Working Together to Safeguard Children

Aim

The toileting and intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners when using the toilet and for those who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

Ightenhill respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about upkeep of the toilet facilities and about their personal care as far as they are able
- Provided with consistency of care as far as possible

School responsibilities

We will work with the whole school community to ensure access to clean, well-stocked private and safe toilet facilities for all.

We will work with learners, parents/carers to promote bladder and bowel health and maximum possible continence.

Where learners are not able to be fully continent, we will ensure that an **individual care plan** is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change. (See appendix 1 for a blank template plan.)

Safeguarding

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.

At Ightenhill we require 2 members of staff to be present in line with our safeguarding procedures. For this reason, we may on occasions request the support of parents with regular intimate care needs which are not based on medical needs.

A written record will be kept of all support with intimate care. 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 learner's behaviour or appearance will be documented and reported to a DSL, in line with the safeguarding policy. School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Where intimate care is required unexpectedly following an accident, illness or medical episode, staff will respond promptly to preserve the child's dignity and wellbeing. Parents will be informed as soon as practicable.

Staff will explain what support is being provided, seek the child's cooperation wherever possible, and ensure privacy is maintained throughout the process.

School will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Headteacher / DSL.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Equipment and resources

Equipment provided to staff includes (but is not limited to) protective gloves, cleaning supplies and bins.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

School do not have changing facilities, therefore children are directed to an appropriate toilet cubical.

Governors responsibilities

- To ensure there are appropriate toileting facilities to meet the needs of all their learners, including those with bladder and bowel health issues

- To ensure that sufficient staff are trained to meet the needs of their learners.

- The governing body will ensure that this policy is monitored and reviewed at least every three years.

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 must ensure that they work towards their child achieving the maximum possible level of independence at home.

- Parents/carers should work with school to develop and agree a care plan.

- For pupils needing routine intimate care, parents/carers must provide the required resources for their child's intimate care or toileting needs. This includes but is not limited to several changes of clothes and underwear, flushable wipes, bags to contain soiled clothing. Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

- Parents/carers must ensure that school always has their up to date emergency contact details.

Learner responsibilities

- To respect the toileting space and others use of that space and right to privacy.
- To let school staff know if there is a problem with respect to the toileting spaces.
- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The safeguarding policy
- Confidential reporting policy
- Managing medical needs in school policy
- First aid policy
- Health and safety policy
- Inclusion policy

Monitoring arrangements

This policy will be reviewed by the Governing Body of Ightenhil primary School. At every review, the policy will be approved by the governing board.

Reviewed by: Mrs A Wilkinson

Date: Sept 2026

Next review Sept 2029

Appendix 1: template intimate care plan

Intimate Care Plan

Child/Young Person:				**School/Setting:**	
DOB:		**Male/Female**		**Date:**	

Description of Intimate Care Needs
Task: Identify one part of this process, which could be developed so that greater independence/involvement can be achieved.
Action Plan – Describe the steps needed to achieve this task
1. 2. 3.

4.

The following people will be assisting in the above activities:

Named Person: ……...

……....

……

Additional people who may be involved to cover when the named people are absent:

……

……

I am in agreement with the above procedures being undertaken: (Please sign as appropriate)

Person for whom the plan is for ……...

Parent/Carer ……...

Pastoral Manager ……

Class Teacher ……

Date: …… **Date for review:** ……

Appendix 1: template individual intimate care record

Intimate Care Record

Name of Child: _____

Date	Time	Soiled/Wet	Intimate care required yes/no	Intimate care administered by	2nd adult present name	Parent/Guardian Informed yes/no