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in our Setting

# Toileting and Intimate Care Policy

Reviewed September 2023

Approved by Headteacher September 2023

Next review July 2026

## **Aims and Rationale**

At Hunslet Moor 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 do so in a professional and safe manner at all times. Hunslet Moor follow the Leeds SCP: Intimate Care Good Practise guidelines in relation to the intimate care of young people. Please refer to this documentation for more information. We are committed to ensuring that children are treated with sensitivity and respect. Hunslet Moor Primary School recognises that some children have specific needs which may include SEND needs and will require support with toileting and/or nappy changing. Some children joining our early years may not be yet toilet trained. Additionally, across the school children may have toileting accidents or SEND needs potentially linked to an illness. The aim of this policy is to ensure that appropriate provision is made for all children.

## **Associated Policies**

- Leeds SCP Intimate Care Good Practise Guidelines
- Safeguarding Policy
- SEND Policy

## **Roles and Responsibilities**

### **Roles and responsibilities of parents:**

Nursery and Reception Parents	In EYFS we advise all parents to provide their child with a change of clothing. This will include underwear and socks. This will ensure their child has a change of clothing if a toileting accident occurs. Parents will then replenish items once soiled. If your child does not have a change of clothes on site the school will provide these. This will include changing into provided underwear and/or socks. Early years parents sign to give consent to policy.
KS1 Parents	In KS1 we advise parents to provide a change of clothing at their own discretion. If your child does not have a change of clothes on site the school will provide these. This will include changing into provided underwear and/or socks.
KS2 Parents	In KS2 we advise parents to provide a change of clothing at their own discretion. If your child does not have a change of clothes on site the school will provide these. This will include changing into provided underwear and/or socks. We advise children who have recently started their period to bring with them a change of underwear and sanitary products. These will be provided by the school if required.
SEND	Children identified as having an additional need which may include toileting parents must provide a spare change of clothing to be in school at all times including underwear and shoes and responsible for replenishing after use.
All Parents	Ensure school have up to date contact details in order to make contact in the event of a toileting accident which requires their

	assistance.
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### Roles and responsibilities of Hunslet Moor Staff:

Early Years Staff	Monitoring to ensure all children have a change of clothes. Contact made with parents if spare clothes are not available to advise of our protocol. Admin team to be informed if items are low/missing.
KS1 Staff	Monitoring weekly to ensure appropriate resources are available for children. Admin team to be informed if items are low/missing.
KS2 Staff	Staff to discuss with the child if they require a change of underwear, Admin team to be informed if items are low/missing.
Admin Staff	Order supplies as required.
Pastoral Staff	To support families and children experiencing difficulties by engaging wider agencies.
SENCO	To ensure appropriate risk assessments and intimate care plans are in place and accurate.

### Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Hunslet Moor Primary School having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, inclusive schools such as Hunslet Moor may have children with disabilities and medical conditions that require support with their personal and intimate care needs. In order to help children to become aware of their body needs and respond to them in time, those who wish to go to the toilet are always allowed to do so. although they are encouraged as they progress through school to use the toilet during break times.

### Resources to support toileting and self-care

Schools maintain the following stock:

- Wipes
- Nappy Sacks
- Gloves
- Aprons
- Sanitiser
- Range of spare underwear (These will be new underwear in a variety of sizes)
- A stock of sanitary products

## Intimate Care

### **DEFINITION OF INTIMATE CARE:**

Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities. Intimate personal care tasks can include:

- body bathing other than to arms, face and legs below the knee
- toileting, wiping and care in the genital and anal areas
- dressing and undressing
- application of medical treatment, other than to arms, face and legs below the knee
- supporting with the changing of sanitary protection

When identifying that a child requires Intimate care, Hunslet Moor Primary school will liaise with parents/carers to formulate an Intimate care plan. When an Intimate Care Plan is developed in partnership with parents/carers appropriate terminology for parts of the body and functions will be agreed and this terminology will be used during intimate care.

Accurate records will be kept when a student requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. Parents may request to see these records at any given time.

In line with safeguarding expectations the member of staff carrying out intimate care will be an appropriately trained person chosen by the student/parent. For older children it is preferable if the member of staff is the same gender as the student, however, this is not always possible in practice.

Hunslet Moor will ensure that the religious views and cultural values of the student, parents/carers and families are fully considered and respected in relation to intimate care practice and will discuss the needs of the student, parent/carer and family when developing an Intimate Care Plan.

## **Appendix A: Parent letter**

Dear Parent/ Carer,

At Hunslet Moor 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 do so in a professional and safe manner at all times. We are committed to ensuring that children are treated with sensitivity and respect. Hunslet Moor Primary School recognises that some children have specific needs and will require support with toileting and/or nappy changing. Recently we have adopted a toileting and self care policy to work alongside our intimate care policy to clarify our toilet changing processes and procedures.

Should it be necessary, we are asking for parents to give consent for their child to receive a change of clothing including underwear and socks. Underwear and socks provided will be brand new, with change of tops and trousers being spare, washed items.

We understand that some families may wish to provide a change of spare clothing from home instead of using the school items. This too is greatly welcomed.

If you have any questions or concerns please feel free to contact the school office.

Mrs L Strafford  
Deputy Headteacher

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I give permission for (child's name) \_\_\_\_\_ in Class \_\_\_\_\_ to be given a spare set of clothing should they require one.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Relation: \_\_\_\_\_

Appendix B - Intimate Care plan template

## **Intimate Care Plan**

<b>Date of plan:</b>	
<b>Review date:</b>	
<b>Student's name and form/class:</b>	
<b>Date of Birth:</b>	
<b>Details of intimate care required:</b>	
<b>Number of people required for care:</b>	
<b>Lead person:</b>	
<b>Second lead person (if required):</b>	
<b>Protocol in the absence of the lead/second lead</b>	
<b>Where the intimate care will take place:</b>	
<b>Special equipment required:</b>	

Appendix C - Record of Intimate Care

## Record of Intimate Care Intervention

Name of student:

Form/ Class:

Staff member who instigated  
the Intimate Care Plan:

Date the plan was instigated:

Day and Date	Time	Procedure	Staff name and signature	Second staff name and signature	Parents/carers notified Yes/No