



**SAXON WAY**  
—  
PRIMARY SCHOOL

## Intimate Care Policy

Last Reviewed: September 2025  
Next Review Due: September 2026

Reviewed Annually

At Saxon Way Primary School, we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

## Aims and Objectives

- To promote a positive dialogue between home and school and to implement an action plan in agreement with parents/carers for pupils who need toilet training (supported by the class teacher and SENCo).
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities (including dressing and undressing themselves).
- To ensure necessary resources are identified and provided.
- To identify the roles and responsibilities of all staff (including teachers, TA's and Midday Meal Supervisors).
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one and children are spoken to during the changing to support PSED skills.
- Children should be allowed to exercise choice where possible.
- Children should be encouraged to have a positive self-image of their own bodies.

## Communication with Parents

An informal discussion will take place during the child's first few sessions at school to assess the child's independence skills. A transition form, given to all parents, will provide parents the opportunity to share any concerns with staff.

An action plan/care plan will be agreed with parents/carers on initial Nursery or Reception visits if their child is not toilet trained.

Procedures in school for dealing with accidents will be clearly communicated with parents.

Parents will be informed by phone or when picking the children up at the end of the session about the changing incident.

## Staff Responsibilities

Children will change themselves or be changed if they soil themselves or become wet and are unable to demonstrate independent skills. Changing of children will be recorded and parents informed. Visible marks, rashes and bruises will also be logged on CPOMS and shared with the Safeguarding Lead.

Parents will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent reminders to visit the toilet will be given to children in Nursery and Reception. Reception and Nursery children have constant access to the toilets.

Older children are expected to visit the toilet at designated break times only if at all possible. Toilets are clearly marked. Toilets should be welcoming and children's concerns about toilets

will be listened to. All children will be encouraged to use the toilets and develop their self-help skills.

## Safeguarding Children and Adults

Anyone caring for children, including teachers and other school staff, have a duty to care and act like any reasonable parent. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. All staff will have an enhanced DBS certificate. All staff should be familiar with this policy. Appropriate support and training should be provided when it is felt to be necessary.

The duty of care extends to staff leading activities off site such as educational visits.

Toileting incidents must be recorded. Minimum information to be recorded are shared with parents:

- Date and time.
- Name of child.
- Action taken.

Staff have the opportunity to raise their concerns and have these resolved.

Staff are not to be left on their own when changing a child. Aprons, gloves and a changing mat are needed if changing nappies. Mats are to be wiped with antibacterial wipes afterwards to avoid cross contamination. Staff and children are to ensure their hands are washed afterwards to avoid cross contamination.

It is important that while ensuring child and staff safety with reference to safeguarding, the children are also allowed to uphold their dignity and have privacy.

## Health and Safety

It is essential to maintain a high level of health and safety at Saxon Way Primary School to ensure protection of both staff and children.

All staff are required to wear disposable gloves and aprons whilst dealing with accidents. Soiled clothes to be double wrapped in carrier bags and sent home (as are nappies). Nappy sacks and wet-wipes will be provided by parents. Soap and hot water to be available (in the disabled toilet) to wash hands, stringently following the 20 second handwashing procedure when the task is complete (both adults and children). Blue paper towels are available for drying hands. Once identified, children will not be left in soiled clothing for an unreasonable length of time. Children are encouraged to voice any accidents to the staff.

The following steps will be taken to ensure health and safety of both staff and children:

- Move the child to a changing area i.e. designated toilet area.
- In the case of soiling, Nursery and Reception children will use the Nursery toilets; older children will use the disabled toilet facility/ shower room.
- Alert another member of staff for safeguarding.
- Collect equipment and clothes.
- Adult to wear PPE - gloves and apron.
- Child to undress as appropriate and clean themselves as much as possible under the guidance of the adult.

- If the situation requires more than a wet-wipe, parents/carers will be contacted to establish if they could arrange collection of the child.
- Soiled clothes to be double wrapped in carrier bags and given to parents/carers when the child is collected, together with a note detailing action taken.
- PPE equipment must be disposed of in the medical bin.
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.
- Children and staff to ensure stringent handwashing for 20 seconds.
- Changing area to be cleaned and disinfected by the adult before returning to class.
- If children have loose stools, parents will be informed and asked to collect their child.

## Sensitivity and Respect

Adults should at all times be aware of children's feelings and reactions, and ensure their privacy and confidentiality. Clear instructions and explanations will be given to the children in a calm and nurturing manner. Clean clothes of the right size will be given to the children (provided by the parents and spare clothes kept in the room adjacent to the adult toilet in the Early Years unit or contact the office).

Some children are reluctant for adults outside of their family to care for them. In this instance, special arrangements will be made for family members to come in. Staff need to be aware that children develop at different rates and progress needs to be encouraged and praised.

## Supporting children identified with SEND

Some children may have a statement of special educational needs before entering school. The statement will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The statement will identify delayed self-help skills and recommend a programme to develop these skills.