

St Mary of the Angels Catholic Primary School

Toileting and Intimate Care Policy

Building on policy from: September 2025

To be reviewed: September 2027



Intent

All children at St Mary of the Angels have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: St Mary of the Angels staff will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks – cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers

Staff/ Child's keyworker at St Mary of the Angels works in partnership with parents/carers to provide care appropriate to the needs of the individual child. In most cases this will mean temporary support, until the child is self-continent. In special circumstances, for medical reasons, a care plan may be needed. The plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care

- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following in such cases: any combination as necessary, of:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

Best Practice - When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a CRB/DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Safeguarding

Staff are trained on the signs and symptoms of child abuse and are aware of up-to-date safeguarding guidance (KCSIE 2026). They will report concerns to the Safeguarding Lead (H.Thorpe) or Deputy (M.Campbell). Examples of potential concerns are any physical or emotional changes, such as marks, bruises, soreness, distress etc . Staff are also aware that newly developed continence issues, as well as ongoing continence issues, can sometimes be a possible indicator of trauma. The Safeguarding Policy procedure will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Headteacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. We have nappy bags and bins, lots of first aid and protective equipment etc. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home– staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.