



St. Anne's Catholic Primary School

Intimate Care Policy

Our School Mission Statement:

Each one of us is special
Each one of us is unique
Because we are created by God's love.
May God's love shine on our lives
As we care and share and learn together.

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Introduction

This policy has been devised in response to the increasing number of children entering the Early Years Foundation Stage not toilet trained. It sets out the procedure we will follow when changing a nappy, pull up or underwear. It will support children in school who may have a toilet accident, wetting or soiling him/herself. This policy is underpinned by the principles and expectations set out in Keeping Children Safe in Education 2025.

All Nursery parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained. It also states the roles and responsibilities of both home and school.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies/pull ups or at least working towards this by the time they start school. We do ask parents at the home/school visit if they are happy for staff in school to change their child and help them to wipe if the child asks us to help them with wiping.

Parents are made aware that the EYFS staff, Health Visitor and Home School and Family worker are on hand to offer advice or signpost parents to relevant out of school support. Parents are also asked to inform us of any medical condition which requires individual care needs.

Questions and Answers

Who will change the pull up/wet or soiled clothing?

- In EYFS- all members of staff are available as required.
- In KS1- all members of staff are available as required.
- In KS2- all members of staff are available as required.

The staff member who is leading the change will inform another member of staff in their classroom that they will be changing the named child. Where it is necessary two members of staff maybe needed to carry out the changing of a child.

What will the staff member say and do for the child?

- Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly, discretely and with dignity.

Where will changing take place?

- In EYFS-In the toilet areas or in the disabled toilet in the EYFS shared area. A moveable screen will be used to provide dignity and privacy for the child. A changing mat will be used if necessary.
- In KS1-In the toilet areas or in the disabled toilet
- In KS2-In the toilet areas or in the disabled toilet

What resources will be used?

- Changing mat, aprons, gloves, antibacterial spray, toilet paper, baby wipes, nappy sacks.

We will keep a record of any changes-see separate record sheet.

Each individual case will be treated as required. For children in Reception who frequently need support with toileting an intimate care plan (linked to Solihull Policy) will be used. An intimate care plan will also be used for children with complex medical needs.

[illegible]

Individual Toileting Plan

Child/Young Person's name:		Date of Birth:	Class/ Year Group:
	Detail/ Action	By whom	Date Agreed
Working Towards independence. For example taking child/young person to toilet at timed intervals, using sign/symbols, any rewards used.			
Arrangements for nappy/pad changing. For example who, where arrangements for privacy			
Level of assistance required: For example undressing, dressing, hand washing, talking/ signing to child/young person.			
Infection control: For example wearing disposable gloves, aprons and self disposal.			
Sharing Information For example if the child/ young person has a nappy rash or any marks. How will the number of changes be recorded?			
Resources required: For example special seat, nappies/pull ups/pads, creams, disposable sacks, change of clothes, toilet step, disposable gloves.			

I understand that the above provision is in place for my child and agree to the support outlined above which is in line with the Intimate Care Policy and Safeguarding Procedures.

Signed _____ (parent/ Carer) Date _____

Name _____

Signed _____ (staff member) Date _____

Signed _____ (SLT) Date _____

Review Date _____



St. Anne's Catholic Primary School-Health & Self-Care

Dear Parent,

Just to let you know that during the session today your child needed help with their self-care.

Child's Name _____

Nursery AM ☐ Nursery PM ☐

Date: _____

Time: _____

They were wet ☐

They were soiled ☐

We have changed your child's underwear ☐

We have changed your child's pull up ☐

We have changed your child's clothes as necessary with their own clothes ☐

We have changed your child's clothes as necessary with school's spare clothes ☐

Please return any borrowed clean clothes as soon as possible.

Member of staff.....

Thank you for your continued support

Mrs Handley

Nursery Class Teacher





St. Anne's Catholic Primary School-Health & Self-Care

Dear Parent

Just to let you know that during the session today your child needed help with their self-care.

Child's Name _____

Reception

Date: _____

Time: _____

They were wet ☐

They were soiled ☐

We have changed your child's underwear ☐

We have changed your child's clothes as necessary with their own clothes ☐

We have changed your child's clothes as necessary with school's spare clothes ☐

Please return any borrowed clean clothes as soon as possible.

Member of staff.....

Thank you for your continued support

Mrs Lewis

Reception Class Teacher

