

Great Steeping Primary School



Helping Learners Grow

Intimate Care Policy

Approved by:	FGB
Date:	September 2025
Review due:	September 2026 or earlier if guidance changes

Cross Reference:

**SEND, Inclusion, Child Protection, School safeguarding,
Supporting Pupils with Medical Conditions, Health and Safety**

Introduction

At Great Steeping Primary School, we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school, but some children in mainstream educational are not fully independent. Some children may remain dependent on long-term support for personal care, while others progress towards independence.

The achievement of continence can be seen as one of the most important single self-help skills, improving the person's quality of life, independence and self-esteem. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned. Difficulties with continence can severely inhibit a child's inclusion in school and the community. Children with toileting problems who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Great Steeping Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- To encourage a child's involvement and independence as far as possible in his or her intimate care.
- To work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (Health and Safety (H&S) Policy and Safeguarding Children Policy)

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Great Steeping Primary School.

Parents have a responsibility to advise the school of any known intimate care needs relating to their child.

Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum.

Any child who has personal care or continence needs will be attended to in a designated area within school.

Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence
- Where changing will take place
- What resources and equipment will be used and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carers
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

In some circumstances, it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

The parent(s) / carer(s):

- agrees to engage in toilet-training at home with the aim of achieving independence as soon as possible (unless there is a medical need for on-going, long term personal care)
- ensures that the child is changed at the latest possible time before being brought to the setting/school
- provides the setting/school with spare nappies or pull ups and a change of clothing
- understands and agrees with the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- agrees to inform the setting/school should the child have any marks/rash
- agrees to review arrangements should this be necessary

The school:

- agrees to change the child should the child soil themselves or become uncomfortably wet
- agrees to monitor the number of times the child is changed in order to identify progress made
- agrees to encourage the child's independence as far as possible in his or her intimate care.
- agrees to report should the child be distressed, or if marks/rashes are seen
- agrees to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the school is taking a holistic view of the child's needs.

Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Personal Care Procedures

The staff at Great Steeping Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place.

DBS checks are carried out to ensure the safety of children with all staff employed in our school.

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care but the current ratio of female to male staff means that assistance will more often be given by a female member of staff.

A student on placement will not change a child unsupervised.

Wherever possible, the same members of staff will change named children. This reduces the risk to the child and promotes their dignity.

The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

Any concerns that staff have about child protection issues should be reported to the Designated Safeguarding Lead (DSL) Mrs Halsall or the Deputy Designated Safeguarding Lead (DDSL) Miss Dunkin.

Monitoring and Review

- The SENDCO will take responsibility for monitoring that the agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENDCO 's responsibility to ensure that all practitioners follow the school policy.



Great Steeping Primary School Intimate Care Plan

Name of child:	
*Name of person(s) to change the child:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

Any concerns that staff have about child protection issues should be reported to the Designated Safeguarding Lead (DSL) Mrs Halsall or the Deputy Designated Safeguarding Lead Miss Dunkin.

*If the above named members of staff are not available, then another person, familiar to the child will attend to the child's needs.

Date:

Great Steeping Primary School Intimate Care Plan Agreement



Child's name:

The parent:

- I agree to engage in toilet-training at home with the aim of achieving independence as soon as possible (unless there is a medical need for on-going, long term personal care)
- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the school should my child have any marks/rash
- I agree to review arrangements should this be necessary

Signed: (parent/carer)

Print name: Date:

The school:

- We agree to change the child should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to encourage the child's independence as far as possible in his or her intimate care.
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: (school member of staff) Date:

Print name: (school member of staff)

APPENDIX C Personal Care Procedures

The staff at Great Steeping Primary will follow these agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use provided cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Head Teacher if appropriate
- Record that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the room's door to ensure that privacy and dignity are maintained during the time taken to change the child.

APPENDIX D Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product should be wrapped in a plastic bag before disposal in the general school waste (see Public Health England – Health protection in schools and other childcare facilities).
- Soiled clothing will be bagged and stored separately, to be taken home by the child.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hand dryer / paper towels available for drying hands.