



Intimate Care Policy and Procedures

September 2025

This procedure provides guidance on good practice to the whole school on promoting inclusion and ensuring the dignity and wellbeing of all children. It is important that the school ethos of developing strong and supportive partnership with parents informs all actions when dealing with sensitive issues of toileting. Whilst most children in the age group of 3-5 years will be reliably toilet trained, there are some children who take longer to achieve this. We also recognise that children under the age of 3 years may not be developmentally ready to toilet themselves. There are also children with additional support needs who may not be toilet trained until they are considerably older and have rights and expectations under the Disability Discrimination Act 2010. Children new to preschool/school can regress initially or 'forget their training'. They may have an accident particularly when playing in water and similarly when engaged deeply in play. This should be regarded as expected and dealt with in this light. Children will always be treated with a high level of care, dignity and sensitivity if they require changing. We will ensure that a familiar adult is responsible for toileting care. At all times children will only be accompanied to the toilet or changed by an adult who has undertaken an Enhanced DBS Disclosure. If a child has regular accidents, then the keyperson should talk to the parent in private at the earliest opportunity. The situation should be fully discussed and the possible reasons behind this explored. In EYFS we always ask parents to provide a bag of change of uniform and wipes to aid quick and easy changing. If a child in our Butterfly Class or other year groups is still having accidents or is still in nappies, parents will be asked to provide a set of spare clothes, nappies and wipes in a named bag also. We are unable to apply nappy creams unless nappy cream is provided and permission has been given via our Intimate Care consent form. School will keep a supply of spare nappies and wipes for emergencies.

For those children who are toilet trained: -

- Children will be encouraged to go independently to the toilet
- An adult will only assist children when necessary and appropriate.
- Children will be encouraged to use toilet paper to wipe themselves
- Children will be encouraged to flush the toilet themselves.
- Children will be shown how to how to wash their hands and use soap appropriately.

For those children who are not yet toilet trained or who are still having 'accidents': -

- Children will be changed in the toilet area as appropriate.
- A changing mat will be used, if appropriate, and cleaned with an anti-bacterial cleaner after each use.
- Disposable gloves will be used by all staff.

- Dirty nappies will be bagged in nappy sacks provided by school and then placed in the nappy bin located in the changing area.
- All wet or soiled clothing will be wrapped in nappy sacks and given to parents at the end of the session/day.
- A record will be kept of all nappy changes and communicated to parents at the end of each day.