

English Martyrs' Catholic Primary School



Intimate Care and Toileting Policy Guidance

Mission Statement

Our children are all unique, beautiful **individuals** but together we are a **masterpiece**, brothers and sisters in **Christ**.

As witnesses of Christ, working together as a **team**, we strive to promote the **Gospel Values** and Teachings of Jesus by providing a **caring, stimulating environment**, with **nurture, trust, love** and **tolerance** through our spirituality, learning and play. By making connections with Jesus, we promote **high ambitions** and **confidence** to achieve our goals.

1. Policy Statement

Our school recognises the God-given dignity and uniqueness of every child. Intimate care will always be undertaken with compassion, respect, sensitivity and professionalism, ensuring that each child feels safe, valued and supported within our Catholic community.

The school is committed to safeguarding, promoting the welfare, dignity, health and wellbeing of every child. Intimate care will be provided in a respectful, sensitive and professional manner that:

- Preserves the child's dignity and privacy.
- Promotes independence wherever possible.
- Protects children from harm.
- Protects staff from misunderstanding or allegations.
- Reflects the Catholic ethos of recognising the dignity and worth of every person as made in the image of God.
- Ensures compliance with safeguarding requirements and statutory guidance.^{1 2}

2. Scope

This policy applies to:

- EYFS pupils.
- Pupils who require assistance due to age, disability, medical need or SEND.
- Emergency toileting situations.
- Changing of soiled clothing.
- Support with continence care.

Personal hygiene routines necessary during the school day.

¹<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

²https://assets.publishing.service.gov.uk/media/6a47c29b1c8bd7ce25a5eb6d/Keeping_children_safe_in_education_2026_part_one.pdf

3. Principles

The school will:

Child-Centred Practice

- Put the child's welfare and best interests first.
- Listen to the child's wishes and feelings.
- Respect cultural, religious and family values.
- Ensure care arrangements are developmentally appropriate.

Safeguarding

Intimate care arrangements must never:

- Be secretive.
- Involve unnecessary physical contact.
- Compromise safeguarding procedures.
- Replace professional assessment where neglect or abuse may be suspected.

Any concerns arising during intimate care must be reported immediately to the Designated Safeguarding Lead (DSL). KCSIE requires all staff to act on concerns and maintain accurate records.^{3 4}

4. Definitions of Intimate Care

Intimate care may include:

- Helping with toileting.
- Cleaning a child after a toileting accident.
- Changing underwear or clothing.
- Supporting continence programmes.
- Assisting with handwashing and hygiene.
- Supporting pupils with SEND who require personal care.

It does not include ordinary supervision of toilet use where no direct assistance is required.

³[https://assets.publishing.service.gov.uk/media/6a47c29b1c8bd7ce25a5eb6d/Keeping children safe in education 2026 part one.pdf](https://assets.publishing.service.gov.uk/media/6a47c29b1c8bd7ce25a5eb6d/Keeping_children_safe_in_education_2026_part_one.pdf)

⁴<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

5. Roles and Responsibilities

Governing Body

The governing body will ensure:

- Appropriate policies are in place.
- Safeguarding arrangements are effective.
- Staff receive relevant training.
- Reasonable adjustments are made for disabled pupils.⁵

Headteacher

The Headteacher will:

- Implement the policy.
- Ensure adequate staffing.
- Manage risk assessments.
- Ensure records are maintained.

Designated Safeguarding Lead

The DSL will:

- Receive and evaluate safeguarding concerns.
- Monitor any patterns that may indicate neglect or abuse.
- Support staff when concerns arise.

Staff

Staff will:

- Follow agreed intimate care plans.
- Respect children's dignity and privacy.
- Record significant incidents.
- Report safeguarding concerns immediately.

⁵<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

6. Intimate Care Plans

A written Intimate Care Plan should be prepared for any pupil requiring regular assistance.

Plans should include:

- Nature of support required.
- Frequency of support.
- Promoting independence targets.
- Named staff.
- Parent/carer agreement.
- Medical information where relevant.
- Review date.

Parents should be consulted and involved throughout the process.

7. Best Practice During Intimate Care

Staff should:

- ✓ Explain what they are doing.
- ✓ Seek the child's agreement whenever possible.
- ✓ Encourage independence.
- ✓ Use gloves and PPE.
- ✓ Maintain appropriate privacy.
- ✓ Keep doors unlocked unless individual risk assessment requires otherwise.
- ✓ Record significant incidents.

Staff should not:

- X Take photographs.
- X Use mobile phones.
- X Engage in unnecessary conversation about private areas.
- X Allow intimate care to become isolated or secretive.
- X Carry out procedures not covered by training or agreed plans.

8. Staffing Arrangements

Where practical:

- Two adults should be aware that intimate care is taking place.
- The school should avoid situations where staff are completely isolated.
- Assistance should normally be provided by appropriately trained members of staff.
- Gender preferences of parents or pupils may be considered where possible but cannot always be guaranteed.

KCSIE emphasises the importance of clear safeguarding systems and accountability for staff practice.^{6 7}

9. Toileting Accidents

For occasional accidents:

1. Reassure the child.
2. Escort them discreetly.
3. Support changing if needed.
4. Encourage self-care where possible.
5. Provide clean clothing where available.
6. Inform parents if appropriate.

Repeated accidents should prompt discussion with parents and possible referral for medical or SEND support.

10. SEND and Medical Needs

The school recognises that some pupils:

- Have disabilities.
- Have continence difficulties.
- Require ongoing personal care support.

Reasonable adjustments will be made in line with the Equality Act 2010.

No child should be excluded or disadvantaged because of continence needs.

⁶<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

⁷https://assets.publishing.service.gov.uk/media/6a47c29b1c8bd7ce25a5eb6d/Keeping_children_safe_in_education_2026_part_one.pdf

11. Safeguarding Concerns

Staff must immediately report to the DSL:

- Unusual marks or bruising.
- Behaviour suggesting distress or fear.
- Persistent poor hygiene.
- Repeated unexplained accidents.
- Disclosures made during intimate care.
- Inappropriate behaviour from adults or children.

Accurate written records must be completed. KCSIE requires concerns to be recorded and acted upon promptly.^{8 9}

12. Record Keeping

The school should maintain records of:

- Intimate Care Plans.
- Parent agreements.
- Significant incidents.
- Safeguarding concerns.
- Reviews of arrangements.

Records must be stored securely in accordance with data protection requirements.

13. Health and Safety

Staff will:

- Use PPE provided by the school.
- Follow infection control procedures.
- Dispose of waste appropriately.
- Wash hands before and after procedures.
- Follow risk assessments and manual handling guidance where applicable.

⁸https://assets.publishing.service.gov.uk/media/6a47c29b1c8bd7ce25a5eb6d/Keeping_children_safe_in_education_2026_part_one.pdf

⁹<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

14. Working with Parents

The school will:

- Consult parents regarding ongoing needs.
- Share Intimate Care Plans.
- Encourage consistent approaches between home and school.
- Maintain confidentiality.

Parents should understand that staff will act in the child's best interests in emergency situations.

15. Monitoring and Review

The policy should be reviewed:

- Annually.
- Following safeguarding updates.
- Following significant incidents.
- Following changes to KCSIE or statutory guidance.

Policy written: September 2026

Appendix 1



English Martyrs' Catholic Primary School

Intimate Care and Toileting Policy

Parental Permission for Intimate Care

I give my permission for to receive intimate care (for example helping with changing or following toileting) should the need arise.

I understand the staff are doing this on a voluntary basis and will endeavour to encourage my child to achieve independence in this area with dignity and respect.

I will provide the necessary clothes and wipes.

I understand I will be informed discretely on each occasion this happens.

Signed

Person with legal responsibility for.....

Date:.....

[illegible]