Paisley Primary School
Intimate Care Policy

Purpose

At Paisley we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school and Nursery, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age. We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010. We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Policy statement

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is one of these skills, and it is key in contributing to independence and self-belief.

Whilst we encourage all our children to be dry when starting school, we recognise that there are a number of stages to mastering toilet training, and that our children may be at any of these stages when they join us. It would be hugely beneficial for your child to be toilet trained by the time they start school, if they are physically and developmentally able to. However, no child is excluded from participating in our school who may, for any reason, not yet be toilet trained and who may still be

wearing nappies or equivalent. We will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Where required, we will provide nappy changing facilities and exercise good hygiene practices to accommodate children who are not, yet toilet trained. Occasionally a parent may request staff to apply nappy cream. In this case they will be required to complete a Permission Form. We see toilet training as a self-care skill that children must have the opportunity to learn with the full support and non-judgemental concern of adults.

Paisley Primary School will ensure that when children are changed both their physical and emotional needs are met. Children will be changed regularly where needed, and their changes documented accordingly. Nappies (or equivalent) or soiled/wet underwear will be changed by members of staff who have been DBS cleared.

During the home visit, the EYFS lead and/or the child's key person will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed where possible. Parents are requested to supply nappies and wipes, however, the nursery will keep a supply of spare wipes. If barrier cream is required parents will need to supply in a named container and parental consent will be required to enable staff to apply the cream. Changing will occur only in the designated changing areas, which meet health, hygiene and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible. During toilet training, staff will encourage independence and support the child with positive reinforcement. Toilet training will be supported following discussions between a child's key person and their parent/carer.

We recognise that children present in many ways with regards to their toileting independence as they begin to attend part- or full-time school, as listed here:

● Fully toilet trained across all settings.

● Fully toilet trained but regress for a little while in response to the stress and excitement of starting school.

● Be fully toilet trained at home but prone to accidents in new settings.

● Be on the point of being toilet trained but require reminders and encouragement.

● Not toilet trained at all but likely to respond quickly to a well-structured toilet training programme.

● Be fully toilet trained but have disabilities or learning difficulties.

● Have delayed onset of full toilet training in line with other development delays but are likely to master these self-care skills with support and a well-structured toilet training programme.

● Have SEND that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into EYFS and Key Stage 1 provision can present a challenge to schools and may require a personal support plan to be drawn up. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children within our setting.

Location of changing

Whenever possible it is recommended that:

● Mobile children are changed standing up in the toilet cubicle/area.

● If this is not possible the next best alternative is to change a child on a mat on a suitable surface in the medical room. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

Resources

Changing time can be a positive learning time and an opportunity to promote independence and self-worth. Paisley Primary School ensure there is:

● Hot running water

● Paper towels

● Aprons and gloves for staff

● Nappy bags

● Cleaning equipment

● Bin/Nappy Bin

Parents must ensure they supply spare clothes, wipes and nappies.

Spare wipes, and clothes will also be kept in the school in case they are needed by any child.

Working with Parents/Carers

At Paisley we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Educational Health Care Plan (EHCP) will be drawn up in agreement with parents/carers to ensure full support is in place.

Where appropriate, parents/carers will be asked when their child first starts whether their child has any special words/actions/particular needs during their nappy changing procedure. Any significant observations made during a nappy changing

procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Home/School Agreement

Where nappies or the equivalent are still worn by the child,

Parents/carers must:

● Agree to change the child at the latest possible time before coming to school.

● Provide nappies, wet wipes and a change of clothes.

● Understand and agree procedures to be followed during changing at school.

● Agree to inform school should the child have any marks/rash.

● Agree how often the child should be routinely changed if the child is in school for the full day and who will do the changing. (Intimate Care Plan)

● Agree to review the arrangements, in discussion with the school, should this be necessary at any point.

● Agree to encourage the child's independence and participation in toileting procedures wherever possible.

● Agree that if the child is badly soiled and/or extremely distressed after a toileting accident and school staff deem it necessary for the wellbeing of the child, the Parent/carer will be called to collect the child.

The School will:

● Agree to the best of their abilities, to change the child should they soil themselves or become wet.

● Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.

● Agree a minimum number of changes per day.

● Agree to report to the Head of School or the Designated Safeguarding Lead should the child be distressed or if mark/ rashes are seen, or safeguarding concerns arise.

● Agree to review the arrangements, in discussion with parents/carers, should this be necessary.

● Agree to encourage the child's independence and participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

The process for the management of a child's personal care needs may need to be further clarified through a personal care plan. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to

be closely involved, and a separate, individual toilet management plan may be required.

Procedure for changing a Nappy/Soiled or Wet Pants (as followed by staff)

● Consider where best to change the child and alert another member of staff that the child needs to be changed.

● Ensure privacy for the children and never lock a door. Place a 'changing' sign on the door if required.

● Wash your hands.

● Gather all the necessary items needed before each change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).

● Put on gloves and an apron. A new set of gloves and disposable apron is used for each change.

● Place the child on a nappy changing mat if required.

● Remove the child's clothing to access the nappy/soiled or wet pants, or where age/developmentally appropriate - encourage the child to remove their clothing independently. Remove the nappy/soiled or wet pants and place them inside the nappy sack.

● If the child's clothes are soiled, you should bag them separately and send them home.

● Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin. If age/developmentally appropriate, the child will be encouraged to independently wipe themselves clean as much as possible (standing Reception-aged children and above). Staff will then provide further support with cleaning where needed. If the child is deemed to be extremely soiled, parent/carer must be called to advise. Our children's wellbeing is a fundamental priority, and if it is felt that they cannot comfortably remain at school and/or are unwell then parent/carer will be called.

● Put on a clean nappy/underwear and apply cream if agreed(see above).

● Take off the gloves and apron and place them in a pedal operated bin.

● Support the child in dressing themselves in clean clothes (where age/developmentally appropriate).

● Help the child to wash their hands using liquid soap, warm water and paper towels.

● Wash your hands using liquid soap, warm water and paper towels.

● Take the child back to the classroom.

● Return to the nappy changing/toilet area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

● Staff member to ensure they complete the intimate care logbook.

Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing time. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered if appropriate to reinforce the positive behaviour to the child.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

Review & Evaluation

This policy is reviewed **annually** by the Headteacher/EYFS Lead or as needed to reflect best practices and regulatory guidance.

Signed J Danson

Date completed July 2026

Review date July 2027

Appendix

Intimate Care Consent

Child's name: _____

Date of birth: _____

Male/ female: _____

Parent/ Carer's name: _____

Address:

_____

_____

Postcode: _____

I understand that:

I give permission to the school to provide appropriate intimate care support to my child in regards to their toileting, including applying nappy/barrier cream when instructed to by myself as parent/carer. I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Signed: _____

Relationship to Child: _____

Date: _____