



Chesham Preparatory School

INTIMATE CARE AND TOILETING POLICY

Note: This Policy applies to the Early Years Foundation Stage as well as to the whole school.

Chesham Preparatory School is dedicated to safeguarding and promoting the welfare of children. We are committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

What is 'intimate care'?

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of, the genitals. Examples include support with dressing and undressing (underwear), helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited.

Intimate care is also associated with other accidents and situations that may require a child to remove their clothes. These include changes required as a result of water play, messy play, weather and sickness. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Practicalities

It is expected that children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will start Chesham Preparatory School having reached differing levels of independence and development in self-care. It is inevitable that, from time to time some children will have accidents and need to be attended to. In addition to this, some children with disabilities and medical conditions may require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, children in the Early Years Foundation Stage (EYFS) have access to the toilet whenever they need and are encouraged to be as independent as is age and developmentally appropriate. They are regularly reminded to go to the toilet and are also encouraged to wash their hands after using the toilet. As children progress through the School, they are encouraged to use the toilet during break times.

Role of staff

EYFS staff have access to two bathroom areas with toilets and hand basins with access to warm water. There is also a stock of wet wipes and plastic bags. Personal protective equipment is available and should be worn by staff and disposed of in yellow clinical waste bags. In line with the school's Safeguarding Policy and statutory guidance, mobile phones, cameras, or any smart devices capable of taking images must **never** be taken into the changing or toilet areas.

If a child soils him/herself during school time, staff will:

- remove their soiled clothes;
- clean the skin (this usually includes bottom, genitalia, legs, feet);
- dress the child in their own clothes or those provided by the School;
- wrap soiled clothes in plastic bags and give to parents to take home.

At all times the members of staff pay attention to the level of distress and comfort of the child. If the child is ill a member of staff informs the School Nurse. In the event a child is reluctant and adamantly refuses intimate care, the parent/carer will be contacted immediately.

Recording and Monitoring

- **Every** instance of intimate care or toilet assistance must be formally recorded in the school's secure logging system (e.g., CPOMS).
- The log must include the child's name, date, time, the reason for care, the names of the staff member(s) involved, and any specific observations. Parents will be notified on the same day.

Our intention is that a child will never be left in soiled clothing and as soon as a member of staff is aware of the situation they will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences. Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty and menstruation. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities. An Individual Health Care Plan will be drawn up for any pupil requiring regular intimate care. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.

Staffing Ratios & Discretion

Careful consideration is given to each individual situation to determine how many adults should be present during intimate care procedures. Where possible, a pupil will be cared for by one adult to preserve dignity and privacy, unless there is a sound reason for having more adults present (e.g., manual handling requirements or specific safeguarding concerns). In such a case, the reasons will be documented in the Individual Health Care Plan. Another member of staff should always be within earshot/nearby awareness.

Role of parents/carers

Parents/carers are required to give permission for intimate care when their child joins the School by completing the relevant section on the Pupil's Health Record Form. Parents of children with complex or ongoing medical/intimate care needs will be fully involved in the creation and review of their child's Individual Health Care Plan.

Child protection & Safeguarding

The School's Safeguarding and child protection procedures and multi-agency child protection procedures will be adhered to at all times, strictly following the current statutory **Keeping Children Safe in Education (KCSIE)** guidance.

- All members of staff carrying out intimate care procedures undergo an Enhanced Disclosure and Barring Service (**DBS**) check with barred list check.
- Staff must remain highly vigilant to any physical signs, changes in behaviour, or verbal cues during intimate care that might indicate abuse or neglect. Any such concerns must be reported immediately to the **Designated Safeguarding Lead (DSL)**.
- If a child makes an allegation about a member of staff during or after an intimate care procedure, the school's Allegations Against Staff Policy will be enacted immediately, and the DSL / Headteacher will consult the **Local Authority Designated Officer (LADO)**.

Equality and Disabilities

The School's governing body recognises its duties and responsibilities under the **Equality Act 2010**. The school will ensure that any child with a protected characteristic, disability, or long-term impairment that affects their ability to carry out normal day-to-day activities is not discriminated against, treated less favourably, or placed at a substantial disadvantage.

Reasonable adjustments will be proactively made to environment, staffing, and scheduling to ensure full accessibility and dignity for all disabled pupils requiring intimate care.

Policy reviewed: September 2026

Next review: September 2027

Person responsible: The Head of Pre-Prep