
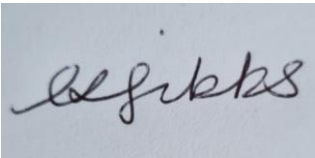




Intimate Care and Toileting Policy
Date: September 2025
Review date: September 2027

Signed:  (Chair of Governors)

Val Male

Signed:  (Headteacher)

Claire Gibbs



Introduction

All children at Margaret Wix have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies, SEN Information Report and Inclusion Policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Equality Act 2010): Margaret Wix will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parent/carer due to incontinence (unless at the choice of the parent/carer)
- Adjustments will be made for any child who has delayed continence

Members of staff who work with pupils will realise that the issue of intimate care is a difficult one and will require staff to be respectful of the child's needs.

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene, which demand direct or indirect contact with or exposure of the genitals. Examples include care associated with continence as well as more ordinary tasks such as help with washing or bathing.

The child's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Members of staff who provide intimate care to pupils have a high awareness of child protection and safeguarding issues. The behaviour of members of staff is open to scrutiny and at Margaret Wix they work in partnership with parents to provide continuity of care to the pupils wherever possible.

This policy should be read alongside the statutory guidance *Working Together to Safeguard Children* and the departmental advice *What to do if you're worried a child is being abused: advice for practitioners*, as stated in *KCSIE 2025* (p. 4, 'About this guidance').

Partnership with Parents/Carers

Staff at Margaret Wix work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare clothes
- Spare underwear

Best Practice

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. All staff working at Margaret Wix must have a DBS check. Any member of staff may follow the intimate care policy. Early Years Staff and other selected members of staff may have an intimate care role outlined in their job description.

As a basic principal pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for washing themselves, encouragement to wipe or flushing the toilet. In some instances, individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the pupil. These plans will include a full risk assessment to address issues such as moving and handling and the personal safety of the child.

Each child's right to privacy will be respected. Where possible, one child will be cared for by one adult, unless there is a clear reason for having two adults present, although other staff may be aware that this is taking place on a need-to-know basis.

Safeguarding

Staff are trained on the signs and symptom of child abuse which in line with Hertfordshire's Safeguarding Children's Board guidelines and are familiar with the DfEs booklet 'What to do if you think a child is being abused' and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform one of the Designated Safeguarding Person(s) (DSP) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, DSP / SENCO/ Head Teacher will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSP/ SENCO/ Head Teacher will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Margaret Wix Designated Senior Persons with responsibility for Safeguarding	
Mrs Claire Gibbs Headteacher and DSL	head@margaretwix.herts.sch.uk 01727 759232
Mrs Laura Campbell-Pugh Assistant Headteacher/SENCO and Deputy DSP	Laura.campbellpugh@margaretwix.herts.sch.uk 01727 759232
Miss Catherine Abbott Curriculum Lead and Deputy DSP	c.abbott@margaretwix.herts.sch.uk 01727 759232

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by inserting into a nappy bag and disposing of in the outside bin store in the car park. Spillages involving blood or bodily fluids will be cleaned using a combined detergent and disinfectant solution in accordance with the *UK Health Security Agency's Infection prevention and control in education and childcare settings (2023)*. When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves and aprons) and will wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, and staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.