

Forest Edge Learning Federation



Intimate Care Policy

Name of School:	Breamore CE Primary, Hale Primary and Hyde CE Primary
Name of Responsible Manager/Headteacher:	Tracy Allen - Executive Headteacher
Date Policy approved and adopted:	October 2025
Date Due for review:	October 2026

Schools within the Forest Edge Learning Federation welcome pupils with a wide variety of needs, including learning, medical, and physical. We support children with those individual needs and ensure that we meet their specific needs to the best of our ability.

Helping Pupils with Personal/Intimate Care and Continence difficulties

Effective personal assistance is intrinsic in the development of personal autonomy and helps to develop a positive self-image for children and young adults. Our aim is to encourage the child to have a positive self-image of their body. There are many reasons for a child having difficulties with personal/intimate care or continence. When a child joins one of our schools, we will seek advice relating to individual medical conditions from the parents and Health Care professionals.

Whole school implications

All key staff will be aware of a pupil with continence problems and their management plan.
We will ensure;

- Understanding, discretion and sensitivity is exercised by all staff in contact with the pupil.
- Home background and culture requirements will be taken into consideration. Working with the family is essential.
- Where staff are involved with intimate procedures with pupils (e.g. hygiene routines) they will be made familiar with the school's Child Protection and Safeguarding Policy and Procedures.
- Adequate facilities with hot and cold running water for hand washing for staff and pupils.
- Staff are expected to use disposable gloves and aprons for any procedures involving bodily spillage.
- When planning for trips and educational visits, managing the pupil's needs will play an important part in early plans for facilities and ensuring appropriate personnel are available for the pupil's care.

Managing the condition

Sensitive handling and discretion are important in maintaining the pupil's self-image and social standing within the peer group. When necessary, we will aim to provide an alternative changing room for PE. The term Continence Pad will be used with older children, as nappies tend to be linked with babies.

We will ask the parents for advice and the names of contacts. With the parents' permission, schools can seek support from these specialists or from their own school nurse.

For pupils with continence difficulties that may arise with no associated medical condition, advice will be sought from the school nurse, who can advise on continence care or referrals to appropriate support.

Medication for constipation will often result in very loose stools: we will talk to parents regarding the optimum timing for medication.

We will look out for tell tale signs of urinary infection: temperature, frequent visits to the toilet, pain on urination, drowsiness and make parents aware of any concerns we may have.

Personal Care Plan

We will consider the following for each individual:

- Changing for PE lessons?
- On school trips?
- Swimming?
- What if the pupil arrives at school soiled?
- Who is to cover if the TA is absent? Have they had relevant training?
- Are spare clothes available in school?
- Where will the TA keep the plan so that it is available for reference? It needs to be kept in a discrete and confidential place e.g. cupboard in the toilet.
- Where will the records of which staff were involved and at what time, be kept?
- The plan needs to be regularly reviewed between the pupil, TA and parents.

We will provide a listening environment where the child's/young person's concerns are heard, taken seriously and addressed before they become too great. If there is a discrepancy between what the child / young person says is happening, and what the Teaching Assistant says, particularly with reference to the time when they are alone together, action should be taken immediately. It is advised that the support personnel are changed as quickly as possible and reviewed on a regular basis. This is as much to protect the member of staff as well as the pupil.

Where there is an allegation of abuse, the school will follow the Child Protection and Safeguarding Policies and Procedures along with the local safeguarding children board advice on 'what to do.'

Classroom management and organisation

Adaptations to toilets, equipment needed and management strategies will vary according to the individual needs of each child. We will consider where the pupil sits in class in relation to the door if frequent visits to the toilet are needed.

When regrouping pupils for different activities, such as a story, we will think about the best place for the pupil

to sit. Is a plastic chair better than the carpet? Are individual carpet squares easier to clean or dispose of if necessary?

The pupil should be allowed to leave the class to use the toilet without fuss. We will avoid causing embarrassment and making the pupil wait. If pupils have a set time for toilet management routines, they may be missing the same subject all year. We will examine what can be done to avoid this.

Physical activity, such as at lunchtime and PE, can often result in an accident. We will encourage toileting before these times.

Implications for learning

These are not always immediately obvious. We will consider the following for each individual:

- It is difficult to sit still if you need to go to the toilet.
- A pupil with continence difficulties may be experiencing tummy pain and discomfort.
- Concentration and general well-being could be affected as a result of the problem.
- It may be necessary to monitor fluid intake or, indeed, give extra fluids.

Implications for PE

- Clothing for PE should be discrete
- Privacy for changing should be considered where necessary
- Advice from parents/ carers and medical personnel concerning swimming will be sought.
- A toilet visit immediately before and after a PE lesson may be sensible.
- Is a pad required when swimming? If a continence pad is required, special swimming pads are required by all pools.

Working with parents and carers

We will aim to involve parents at every stage when planning the toilet management programme. Depending on the child's age, he/ she should also be involved with planning and decision-making.

Joint planning of toilet training programmes based on the toilet management plan is crucial to success.

We will liaise with parents to ensure continuity of supplies of continence aids to school if these are required.

Equipment for children with continence difficulties or those who need physical help with changing

The toilet facility: For those with continence difficulties, we will aim for their classroom, or main classroom, to be convenient to the toilets. A separate toilet may be helpful to ensure the privacy of a pupil. An internal lock on the bathroom area may ensure the pupil's privacy for a short period.

Children who start school wearing nappies

Parents/carers will be provided with information of policy and practice in school. Such information includes a simple agreement form for parents/carers to sign and an agreed Personal Care Plan as outlined in Appendix 1.

See also Appendix 2: Procedure for changing a child

Other facilities and adaptations we have or will consider:

- Grab rails and changing mat
- Step up to the toilet
- Easy to operate toilet doors and locks.
- Position of toilet rolls

Equipment:

- Secure cupboards for storing medical supplies for certain procedures
- Disposal bin with a lid
- Plastic Bags to enclose waste
- Plastic bags for sending soiled clothing home
- Spare set of clothes
- Cream if necessary
- Clean continence pads
- Disposable gloves
- Disposable aprons

- Wipes – ideally flushable.
- Toilet roll
- Basic alcohol-based spray to disinfectant surfaces
- Air freshener and / or fan ➤ Procedure for contact in emergency
- Accessible basin with hot and cold water, soap, towels, and hand drier within reach of child. Are lever taps required?
- Good lighting
- Warmth
- For children / young people with a physical impairment, specially adapted equipment can be recommended by an Occupational Therapist.

Waste Disposal

Contenance pads from a small number of pupils can be put into the normal domestic waste system. It is generally considered good practice to double bag pads (after tipping any solid waste into the toilet). Double wrapped pads can be placed in the school waste disposal bin. Any person involved with placing the pads in the waste disposal bin must be aware that the bag contains continence pads.

Contenance pads or waste that needs incinerating will need to be collected separately. We will contact our district council for details of this.

How many people are necessary for toileting procedures?

It is essential to us that the pupil's right to privacy and dignity is addressed in all personal care issues. If the toilet management plan has been agreed and signed by parents, pupils (where appropriate) and staff involved, there is no need to have more than 1 member of staff in the toilet unless this is necessary for the safe moving and handling of the child/young person. Good practice would recommend that staff should inform a colleague before starting the procedure and again when completed. We will aim to record the adult, date and time of any child being changed (see appendix)

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, and in the absence of a personal intimate care plan, the child would be fully encouraged and **supported to achieve the highest level of autonomy** that is possible given their age and ability.

Staff will encourage the child to do as much for his/herself as possible and parents will be informed the same

day. The parents/carers will be contacted confidentially either in person, by telephone or in a sealed letter.

On the rare occasion that a child is soiled to a point where they are unable to clean themselves to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

Related Policies

Anti-bullying Policy.

Health and Safety Policy.

Equal Opportunities Policy

Racial Equality Policy.

Equality and Diversity Policy.

Child Protection Policy

Code of Conduct Policy

Safeguarding children Policy

Appendix 1

Personal Care Plan for children wearing nappies/pull ups in school

Childs Name:

Date of birth:

Completed by:

Date of plan:

Who will change the child?

The named member of staff will be.....

In case of absence of named staff member: a qualified member of staff that your child is familiar with, will take on this role

How will the child be changed?

Standing up in a toilet cubicle? Yes/No

Lying down on a mat on the floor or changing bench Yes/No

Who will provide the resources? Eg. wipes, nappies, disposable gloves

You, a parent/carer will provide nappies, wipes and a full change of clothes in a named bag. The bag will be sent home each day. Please ensure that a fresh supply of clothes replaces any soiled clothing immediately and the change bag returned to school ready for use next day

Staff will provide disposable gloves and aprons and safe, hygienic change mats and facilities.

How will wet/soiled clothes be dealt with?

Staff will provide for the safe and hygienic disposal of nappy bags. Wet/soiled clothing will be placed in a plastic bag and sent home in your child's change bag.

How will the child be encouraged to participate in the procedure?

Staff will remind your child to communicate the need to be changed if they can.

Staff will encourage your child to take as much responsibility as they can for undressing and dressing themselves.

Support will be given when needed

Staff will invite your child to help pull up 'pullups' in readiness for wearing pants

Staff will remind your child to wash their hands after they have been changed.

Is there any other comment/important information eg. medical information, request to apply cream for the prevention/treatment of nappy rash?

.....
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.....

This plan has been discussed with me and I agree to change my child at the last possible moment before they come to school, provide the resources indicated above and continue to actively support my child to toilet train at home

Parent/carers full name and signature

Date:

Appendix 2

Procedure for Changing a nappy/pull up

Also changing a child's clothes wet or dirty from play

1. Child's clothing bag to be collected with the child from their peg
2. Consider whether the child can be changed in a toilet cubicle standing up or whether you need a suitable area with changing mat or bench
3. Wash your hands
4. Put on gloves and apron if appropriate
5. Place the child upon the changing mat/bench if appropriate
6. If changing a nappy/pull up, remove wet, soiled nappy/pullup
7. Fold the nappy inwards to cover faecal material and place in a nappy sack, double up if required. Placed in designated yellow bin. Used wipes are to be disposed of along with nappy
8. Once the child has been changed and has washed their hands and returned safely to the classroom area, clean the changing mat/area with a detergent spray. Any used PPE should be disposed of in the designated yellow bin.
9. Hands should be washed thoroughly
10. Complete appendix 3 unless stipulated otherwise on intimate care plan
11. Pass it to class teacher
12. Inform parents at the end of the day (or before if necessary)

