

Ysgol Deiniol Marchwiel



To **S**upport, **M**otivate and **I**nspire all
pupils to **L**earn and **E**xcel

INTIMATE CARE & TOILETING POLICY

Approvals	
Approved by Governing Body on	Date: May 2026
Signed by Chair of Governors:	
To be reviewed annually	Date: May 2027

Aims of the Policy

- Ysgol Deiniol is committed to safeguarding and promoting the welfare of all our children. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.
- One of the main aims of education is to support a child's independence. Children in our school are educated in personal care as soon as they enter the school. They are shown the facilities available that will enable them to manage their physical needs and personal hygiene. Children are encouraged to be independent and are given support when required.
- It is generally expected that most children are toilet trained and out of nappies before they begin attending for Nursery. It is inevitable that some children will have accidents and will need attending to.
- Staff will encourage children to use the toilet as and when needed; this will include taking children to the toilet at regular intervals during the day.

1. Intimate Care

1. Intimate care is defined as any activity that requires meeting the personal care needs of any child. Parents will advise the setting on the level of intimate care their child needs and we will work in partnership with children and parent/carers to deliver this care within the means of this policy.
2. Intimate care refers to washing, touching or carrying out a procedure that most children are not able to carry out for themselves, or unable to do. The school will only allow trained staff to carry out intimate care with parental permission.
3. The school recognises that there is a need for children and young people to be treated with respect when intimate care is given. Situations may arise that cause staff to help children in intimate areas, for example:
 - Vomiting or spillage requiring change of clothes
 - Application of cream for medical reasons (written parental consent is required)
 - Support with dressing and undressing
 - Providing equipment, for example, tissue and water for the child to clean themselves

2. Our intimate care practice

1. Whenever any of the above situations arises it is important that the needs of the child are always considered. If a child has a wetting or soiling accident it will be dealt with swiftly and in a sympathetic manner. The child will not be made to feel embarrassed or scrutinised. Staff members will offer

comfort and positive encouragement to help the child independently overcome and handle the situation.

2. A member of staff will encourage the child to change him/herself, using spare clothes kept in the school or provided by parents/carers. Staff will only change the child's clothes where the child has soiled themselves, and if the child is unable to do it independently with the parent/carers permission, otherwise parents/carers will be called.
3. Children should be changed in a private area unseen by other children and adults. One staff member will assist a child with another staff member in proximity.
4. The health and safety of the children remains paramount at all times. Staff will remain attentive and may wait outside or enter the area to supervise appropriate use, safety and behaviour within the bathroom.
5. The disposal of equipment/clothes will be dealt with appropriately. This requires it being double wrapped in a plastic bag securely and given to parents to be washed or placed in a black bin bag outside of the school.
6. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded in the care plan. Written records will be kept of incidents where children have been changed by staff.
7. Staff have the right to report to the Head teacher (ALNCO) if the child is distressed or if they have reason to be concerned about a child's welfare and safety.
8. Parent/carers will be contacted for the following reasons:
 - To collect the child and take them home if the child is distressed or needs more thorough cleaning;
 - To discuss how toileting issue can be managed if a child needs changing more frequently than is reasonable.

3. Partnership with parents

1. The school aims to work alongside parent/carers for the benefit of the children.
2. Parents/carers of our Early Years children will be asked, and be responsible to supply the setting with spare comfortable clothes, including spare underwear and socks which should be in a bag and will be hung in the cloakroom for daily access by the staff or child.
3. Information will be treated as confidential and any concerns or matters will be discussed between parents and staff. Information will be passed on to

the parents the same day verbally or in writing, in the most sensitive and discreet manner as possible.

4. The setting requests parents to inform staff if they notice their child is soiled upon dropping off or collection from school

4. Personal Intimate care plan

1. If there is an on-going problem regarding incidents of personal hygiene, an Intimate Care Plan will be made for the child. If there are any major concerns, parents will be asked to seek medical advice from their Health Visitor or GP.
2. The school will undertake to attempt to support any advice given by a child's GP within the setting's means. The parent and child will be involved and supported throughout the process to help identify steps to resolve any issues.

Updated – May 2026