





St Barnabas Primary School Green Lane Pre-School



POLICY DOCUMENT

Title: Intimate Care Policy	
Reference and Source Document:	 
Bladder & Bowel UK and ERIC, The Children’s Bowel & Bladder Charity (2022)	
The key purpose:	Supporting pupils with continence difficulties in school and pre-school Developing healthy and hygienic toileting routines for very young pupils
Lead Staff Responsibility:	SENCo
Governing Body Responsibility:	Curriculum Team
Reviewing Cycle and next date:	Every 3 years. Next date Autumn 2026
Approved by Leadership Team:	25.09.23
Approved by Governing Body:	20.11.23

Toileting and intimate care policy for Green Lane Pre-School & St. Barnabas CE Primary School

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1. Introduction

St. Barnabas CE Primary School, with Green Lane Pre-School is aware that all pupils need open access to clean, well-stocked and safe toileting provision and that some pupils may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the pupil, or as a result of disability or medical need.

The main aim of the school is to ensure that our pupils are safe, secure and protected from harm. **St. Barnabas CE Primary School, with Green Lane Pre-School** also recognises that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone's responsibility to help ensure that they remain this way.

2. Aim

The toileting and intimate care policy aims to provide **a clear framework for staff** to ensure the **safety and dignity of all pupils when using the toilet and for those who need support with personal care, including toileting and continence management**. It will also clarify for pupils and their families the support they can expect from school and pre-school.

3. Whole School Vision Statement

Inspire, Nurture and Achieve

We believe, as Jesus did, that in our happy, purposeful and welcoming **Christian school and pre-school all people are valued, encouraged and cared for:**

- **Inspire** the school community to think and feel positively about themselves and others.
- **Nurture** each child and adult so that they grow with others in a secure and happy environment; where they enjoy a wealth of opportunity and experience a love of learning.
- A place where **achievements** are celebrated and expectations are high for all.

This is underpinned through the understanding that in Jesus, **all** are welcome and unique and have a God given purpose and place in the world. Jesus inspires us that **all** people can flourish.

Matthew 19 v14

Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

We aim to:

Inspire a positive approach to life and learning;

*Value and nurture each child as an individual: developing **resilience, independence, and an understanding** of what they bring to the world;*

*Create a rich, stimulating environment where **achievements** are celebrated and **team work and co-operation** are expected;*

*Promote **high expectations** and **self-confidence** for each individual;*

*Ensure each child strives towards **excellence** supporting those who find learning difficult and challenging the most able children;*

*Develop and foster **motivation** for learning and **enthusiasm** for life;*

*Promote a sense of **belonging** and build outstanding **relationships** between school, home, church and the wider community.*

*Help every person understand their **unique purpose** and **place** in **God's world**.*

4. Principles

St. Barnabas CE Primary School, with Green Lane Pre-School respects our pupils and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care.

We will ensure that our pupils are:

Treated as individuals

That their right to safety, dignity and privacy is respected

Involved with and consulted about upkeep of the toilet facilities and about their personal care as far as they are able

Provided with consistency of care as far as possible

5. School and pre-school responsibilities

We will work with the whole school community to ensure access to clean, well-stocked private and safe toilet facilities for all.

We will work with pupils, parents or carers and supporting staff to promote bladder and bowel health and maximum possible continence.

6. Primary School Age Pupils with Continence Needs

Where Primary school age pupils are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. The pupil will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the pupil's needs change.

This does not include school age pupils who have an occasional toileting accident in school but children who have a recognised or regular difficulty with continence and need planned additional support to manage this in school.

7. Who can undertake intimate care for pupils?

School will ensure that anyone who undertakes intimate care is an **employee of the school** and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a pupil. In the event of staff absence, another suitably qualified and appropriate member of staff will be sought. Parents or carers will be informed when this has been necessary.

School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with pupils, using their usual communication method, to discuss their needs and preferences. Wherever possible the pupils' wishes and preferences will be taken into account.

School will take into account the religious views, beliefs and cultural values of the pupil and their family, as well as the pupil's gender identification and individual physical needs (e.g. periods, catheterisation, stoma care etc) as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

School will work with all pupils to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding and child protection policy and procedures if there are any concerns for the pupil's wellbeing.

8. Governing Body responsibilities

To ensure there are appropriate toileting facilities to meet the needs of all their pupils, including those with bladder and bowel health issues

To ensure that sufficient staff are trained to meet the needs of their pupils.

The governing body will ensure that this policy is monitored and reviewed at least every three years. This is delegated to the Curriculum and Standards Team and will be monitored by the SEND link governor.

9. Parent and carer responsibilities

Parents and carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents and carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents and carers should work with school to develop and agree a care plan.

Parents and carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents and carers must ensure that school always has their emergency contact details.

10. Pupil responsibilities

To respect the toileting space and others use of that space and right to privacy.

To let school staff know if there is a problem with respect to the toileting/intimate care spaces.

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance.

To let their parent or carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

11. Monitoring and review

It is the responsibility of all school staff to follow the principles stated in this policy.

The Head teacher, SENCO and SEND Link Governor and will carry out monitoring of intimate care procedures as part of whole school monitoring.

12. Date to be reviewed: Autumn 2026

13. Related documentation

When reading this policy please be aware of and refer to the following related documents:

- The Safeguarding and Child Protection policy
- Managing Medical Conditions and Health Needs in School policy
- First Aid policy & Risk Assessment
- Health and Safety policy
- SEND/Inclusion policy

Appendix 1:



Green Lane
Pre-School

TOILETING and Intimate Care GUIDLINES for Pre-School Aged Pupils

AIM

- To support parents/carers in toilet training/ independence
- To promote a high standard of hygiene at all times
- To ensure the safety and dignity of all children when using the toilet or for those who still need support with personal care.

OBJECTIVES

- To involve all children in the early years setting, in our overall toileting routine

ORGANISATION

Pre School toileting routines:

- Children will be supervised to the toilet on a free access basis.
- Staff will include times in the daily routine (i.e. before and after snack-time, at end of session) when children are encouraged to go to the toilet and/or wash hands.
- Children who are still involved in the toilet training process will receive 1:1 encouragement and reminders to go to the toilet and, if necessary, encouragement/support to sit on the toilet/potty.
- Early years staff will ensure praise and recognition is used when children are being toilet-trained to encourage self-esteem and a sense of achievement.
- Early years staff will promote an awareness and understanding of good hygiene practice about the importance of self-care, for example: flushing the toilet, washing hands etc.
- Staff (usually the Key Person) will communicate well with parents and carers so that they know how their child is managing and what level of support they are requiring whilst at pre-school.

Nappies:

- Pre-school staff will ensure all equipment needed and access to soap and water before each nappy change begins: waterproof changing mat, disposable paper towels, disposable sacks, wipes, gloves, disposable apron, change of clothes for the child (if required) fresh nappy/pull-ups/pants.

- A senior member of staff will be informed when a nappy change is taking place and two members of staff may be present if deemed necessary or where there are safeguarding concerns for any pre-school age child.
- Waterproof changing mat will always be used, with disposable paper towels to be thrown away afterwards, clean mat with disinfectant wipe after each use.
- Staff to wash hands before and after each nappy change.
- Wear disposable apron and gloves.
- Soiled nappies, towels, wipes, gloves, apron etc. will be placed in disposable sack.
- Dispose of soiled items in nappy bin provided.
- A daily record of all nappy changes will be kept.
- Children will be encouraged to help and increase their own independence with changing, as deemed appropriate by the supporting adult.

Changing a child who has wet or soiled:

- Staff will quietly approach the child and ask them if they need to get changed.
- Children will be taken to a private changing area; a senior member of staff will be informed. All children will be encouraged to help change themselves, where possible.
- Children who have soiled will be changed by a member of staff. Clothing will be placed in a bag (items should then be double wrapped), and put on their peg.
- Parent/Carer will be informed by their Key Person.

Supporting Parents and Carers:

- Pre-school staff will talk to parents about the policy and practice during the induction meeting and ascertain what their child's toileting needs are.
- The child's key person will monitor toileting and feedback to parent/carers as appropriate.

Pre-School Requirement's:

- Parents and carers are encouraged to dress their child in appropriate clothing to allow them to use the toilet easily and independently whilst at pre-school (i.e. trousers with elasticated waist band).
- Nappies/Pull ups/wipes will be provided by parents.
- All parents are asked to provide a bag of spare of clothes.
- Pre-school has a supply of spare clothes, potties, child toilet seat to use if necessary.