

# Walbottle Village Primary School

## Intimate Care Policy



The term intimate care refers to the changing of children when a child is wet or has soiled themselves and requires a change of clothing. This policy also applies to pupils who cannot change themselves for medical reasons (i.e. broken arm) or to children whose disability prevents them from drying themselves after swimming lessons.

### **Rationale:**

Our school is committed to the health and safety of its children and staff and will take appropriate action to safeguard their well-being.

### **Guidelines:**

- Staff aim to encourage young children to become independent at toilet time. However, this is a learning process where staff will need to give help and assistance as and when appropriate e.g. if struggling with clothing etc.
- Staff members need to respond positively and give practical and emotional support to children, to develop their self-help skills towards independence.
- Children may ask for or require assistance to adjust and remove their clothing in the bathroom. Children will be encouraged to perform the task independently, where appropriate.
- Children may ask for or require assistance to wipe their bottoms. Children will be encouraged to perform this task independently.
- Children may close cubicle doors themselves for privacy. Staff would not be advised to enter a toilet cubicle and close the door to assist a child. Staff must assist children **whilst having regard for their own safety**, and whilst respecting the child's need for privacy and dignity.
- Children in Early Years will be changed in the Early Years changing room. Children in Key Stage 1 and Key stage 2 will be changed/change in the disabled toilet.

- All children will be changed as discreetly as staffing allows, with the necessary equipment to hand.
- Children will be changed by a fully cleared member of staff, as soon as possible. Volunteers will not be asked or allowed to carry out this duty.
- Cultural and religious needs will be taken into account, and parents should inform staff of any particular needs.
- Staff will inform other members of staff when intimate care is necessary.
- Children will be changed in privacy, as appropriate, and treated with respect.
- Staff will reassure children who need to be changed and help them to remain relaxed, comfortable, and safe.
- Staff must wear appropriate protective clothing when changing a child i.e. disposable gloves, apron etc.
- All age phases record the name of a child who has been changed (where intimate care has been necessary) and the date.
- When changing a child, any member of staff who has concerns relating to signs of physical or sexual abuse, must report this immediately to the Designated Child Protection Teacher – Alison Oliver (or a deputy DSL if the Head Teacher is off site).

#### **Soiling:**

- Solid waste is to be flushed away and the children to be changed as necessary.
- If a child has soiled as a result of being ill, a parent or carer will be contacted to take the child home.
- If a child has soiled excessively and cannot be cleaned adequately with the school's washing facilities, and in dignity, a parent or carer will be contacted so the child can be washed in private.

#### **Wet underwear:**

- Children will be encouraged to remove wet clothing independently and assistance will be given where necessary. Children will be encouraged to dress themselves in dry clothing provided from the child's named spare clothes (EYFS) or the school's spare clothes.
- Wet clothing will be sent home to be washed (in a tied carrier bag).

**Children wearing Nappies:**

- Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

A. Oliver  
April 2026