



Intimate and Toileting Care Policy

All children at Bempton Primary School have the right to be safe and be treated with dignity, respect and privacy at all times.

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 and Health and Safety Policies.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2023 and the Equality Act 2010.

'Providers must ensure there is an adequate number of toilets and hand basins available. There should be separate toilet facilities for adults. Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of clean bedding, towels, spare clothes and any other necessary items is always available'

Staff at Bempton Primary School 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
- Adjustments will be made for any child who has delayed incontinence

General Principles

- Although all staff will support children and individuals with their toileting needs, the school is not responsible for toilet training in the Early Years Foundation Stage.
- The school is not responsible for providing disposable nappies or wipes. Parents are required to provide these each day where necessary.
- Staff will change a child's nappy or wet or soiled clothing and adhere to the individual care plan.
- Parents are required to provide spare clothing for children who are not fully toilet trained.
- Parents of children who are wearing nappies should change their child at the latest possible time before bringing them to school.
- Nappy/pull-up changes will be recorded on an intimate care/changing tracker, performed by one staff with another member of staff in the near vicinity.
- If a child, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.
- Parents will be informed of any child who has an accident, has been changed or when a nappy/pull-up has been changed.



Bempton Nursery and Primary School

Health and Hygiene

- To prevent the spread of infection, staff will wear disposable gloves when dealing with a toileting incident.
- The changing area will be cleaned after use.
- Children will be changed in the children's toilets. A changing mat will be available.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- Paper towels/ hand driers are available for drying hands.
- Soiled nappies will be placed in a nappy sack and put in the wheely bin outside the front of school.
- Soiled pants will be placed in a nappy sack and a plastic carrier bag and sent home with the child.

- **Dealing with body fluids**
- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by placing in the wheely bin outside the front of the school.
- When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, 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.

- **Safeguarding**
- Should marks, bruises or injuries be found on a child when changing their nappy, staff members are required to follow the school's Safeguarding Policy and report it to the Designated Safeguarding Lead.
- All staff working in school have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.
- Staff are trained on the signs and symptom of child abuse, in line with the East Ridings guidelines and our safeguarding policy.
- If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.
- Should a child become unhappy about being cared for by a particular member of staff, the DSL/ EYFS Lead will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the



Bempton Nursery and Primary School

problem. If necessary the DSL/EYFS Lead will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

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

Intimate Care Tasks

Cover any tasks that involve the dressing and undressing, washing/cleaning including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Staff will support children in cleaning themselves after using the toilet and will encourage the children to be independent in this task. When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can through praise and encouragement.

Partnership with Parents/Carers

Staff at Bempton Primary School work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan for children who require support with toileting. The care plan will set out:

- Type of intimate care
- How often care will be given
- Staff training
- Where the care will take place
- What resources and equipment will be used, and who will provide them
- How procedures will differ if taking place on a trip/ outing
- Member of staff responsible for making sure care is carried out according to the intimate care plan

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes
- Spare Clothes / underwear



Bempton Nursery and Primary School

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