



Continence & Intimate Care Policy 2023-2026

Date Completed: March 2023
Updated: March 2023
Completed by: Kathy Hughes
Ratified: For information only
Review: March 2026



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Related documents and Guidance

This policy stems from our central policies which include Public Sector Equality Duty, SEND, Safeguarding, and Promoting Positive Behaviours. It should also be read in conjunction with our policies on EYFS, Health and Safety, Medicines and Medical Needs, Anti-Bullying, and Whistleblowing.

The Governing Body act in accordance with Section 175 of the Education Act 2002; the Government guidance 'Safeguarding Children and Safer Recruitment in Education' (2011); and 'Keeping Children Safe in Education' (2019), to safeguard and promote the welfare of pupils at Alma Park.

The school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding. The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should be read in conjunction with the schools' policies as below:

- safeguarding policy and child protection procedures
- staff code of conduct and guidance on safer working practice
- 'whistle-blowing' and allegations management policies
- health and safety policy and procedures
- Special Educational Needs and Disability policy

Expectations regarding toileting and continence

Children must be toilet trained **before** starting in school. **School does not provide toilet training.** Where children are not fully toilet trained, it can delay his/her start in school. Fully toilet trained children should be able to carry out the following independently:

- Go to the toilet by themselves
- Dress and undress themselves
- Wipe themselves clean
- Flush the toilet
- Wash their hands
- Explain to an adult if he or she needs to go to the toilet or has had an 'accident'.

Children do have occasional toileting accidents and so families are asked to provide spare clothing for such incidents including underwear and socks.

Some children with specific needs and have under-developed toilet training skills. Families are expected to inform school before starting in September. Where a health care plan is not in place, parents/carers will be informed on the same day if their child has wet or soiled him/herself, has had a change of clothing or needed assistance in cleaning themselves or getting changed.



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One of the early learning goals for children to achieve by the end of the Foundation Stage is “Dress and undress independently and manage their own personal hygiene”. Families are expected to work towards their child achieving continence and managing their personal hygiene as a priority. However, as with all developmental milestones there can be a wide variation in the time at which children will master certain skills and admission procedures may need to be adapted accordingly for children of non-statutory school age. School will work in partnership with families to agree a staggered start in Nursery for children without medical conditions/recognised SEND, who have not achieved full continence. For children with medical conditions/recognised SEND who need to wear nappies, parents/carers will be expected to supply the school with nappies/pull ups, wipes and nappy sacks for use with their child.

Definition of intimate care

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. This includes care associated with washing, toileting or nappy changing or dressing. It also includes supervision of pupils involved in intimate self-care.

Expectations of staff

Staff responsible for the intimate care of children will undertake their duties in a respectful and professional manner at all times. Staff will work in close partnership with parent/carers and other professionals to share information and provide continuity of care. Staff should be fully aware of best practice regarding infection control, including the requirement to wear disposable gloves and aprons where appropriate. Staff who provide intimate care should speak/sign to the pupil personally by name, explain what they are doing and communicate with them in an age-appropriate way.

Members of staff should inform another adult when they are going alone to assist a pupil with intimate care; they must not carry mobile phones, camera or similar device whilst providing intimate care. Adults who assist pupils with intimate care will always be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.

Child focused principles of intimate care

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe and to personal privacy.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child will be supported to achieve the highest level of autonomy possible.



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Best Practice

Pupils who require regular assistance with intimate care will have a written Individual Health Care Plan (IHCP) agreed by staff, parents/carers and any other professionals actively involved, such as the school nurse, continence nurse or physiotherapist. Any historical concerns (such as past abuse) will be taken into account. The plan will be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for trips or staff changes. The plan will also take into account procedures for educational visits/day trips. We recognise that it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

Records will be kept when a child requires regular assistance with intimate care; these may be brief but, as a minimum, will include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. These records will be available to parents/carers on request.

Every child's right to privacy and modesty will be respected. Careful consideration will be given to each pupil's situation to determine who and how many carers might need to be present when s/he needs help with intimate care. SEND advice suggests that reducing the numbers of staff involved goes some way to preserving the child's privacy and dignity. Wherever possible, the pupil's wishes and feelings should be sought and taken into account. The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

Health & Safety guidelines should be adhered to regarding waste products, if necessary; advice will be taken from the relevant authorities regarding disposal of large amounts of waste products or any quantity of products that come under the heading of clinical waste.

Location of changing

Whenever possible it is recommended that:

1. Mobile children are changed standing up in the toilet
2. If this is not possible the next best alternative is to change a child on a mat on a suitable surface. In Nursery, a child should be changed in the toilet or in the school's shower room. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

Procedure for changing a Nappy/Soiled or Wet Pants (as followed by staff)

- Consider where to change the child (toilet cubicle/shower room with changing mat).
- Wash your hands and gather all the necessary items needed before each nappy/soiled or wet pants change, for example: nappy, wipes, nappy sack.
- Put on gloves and apron.
- Place the child in the toilet cubicle or place the child on a nappy changing mat if required in the shower room and remove the child's clothing to access the nappy/soiled or wet pants.



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- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy/clean clothes
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary, using liquid soap.
- Clean the area using anti-bacterial spray and paper towels and complete the log book (include full date, times and any comments such as changes the child's behaviour, adults present)

Physiotherapy

Pupils who require physiotherapy whilst at school should usually have this carried out by a trained physiotherapist. If it is agreed in the EHCP or IHCP that a member of the school staff should undertake part of the physiotherapy regime (such as supervising children's exercise regimes), then the required exercise must be demonstrated by the physiotherapist personally, written guidance given and updated regularly. Alma Park staff are not trained to deliver hands on physiotherapy techniques.

Safeguarding and Child Protection

Governors and staff at this school recognise that pupils with SEND are particularly vulnerable to all types of abuse. Alma Park's child protection procedures will be adhered to. From a child protection perspective, it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. At Alma Park, best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.

If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or a designated person for child protection. The matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be informed and staffing schedules will be altered until the issue/s is/are resolved. Further advice will be taken from outside agencies if necessary.

If a pupil, or any other person, makes an allegation against an adult working at Alma Park should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer. It should not be discussed with any other members of staff or the member of staff the allegation relates to.

Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.