



Gilbertstone Primary School

Intimate Care Policy

Introduction

At Gilbertstone Primary School we recognise that all children have different rates of development and differing needs during their time at school.

Most children achieve continence before starting full-time school. With the development of more early years' education and the drive towards inclusion, however, there are many more children in mainstream educational establishments who are not fully independent. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence.

We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to continence needs of our pupils where necessary.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Gilbertstone Primary School will work:

To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010

To provide help and support to pupils in becoming fully independent in personal hygiene

To treat continence issues sensitively so as to maintain the self-esteem of the child

Work with parents in delivering a suitable care plan where necessary

To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Gilbertstone Primary School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, continence difficulties or specific medical conditions, staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The management of all children with intimate care needs will be carefully planned and an intimate care plan will be in place which has been drawn up in consultation with the SENCO, parents and other professionals where appropriate and reviewed periodically with an agreed review date. Within the plan, any specific staff training needs will be identified including any specific apparatus e.g. lifting and moving apparatus/techniques, following an assessment from physiotherapist/occupational therapist as required. Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty and menstruation.

The written care plan (Appendix A) will include:

Who will change the child including back-up arrangements in case of staff absence or turnover

Where changing will take place

What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.

How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer

What infection control measures are in place

What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries

Training requirements for staff

Arrangements for school trips and outings

Care plan review arrangements

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

The parent:

agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school

providing the setting/school with spare nappies or pull ups and a change of clothing

understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes

agreeing to inform the setting/school should the child have any marks/rash

agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.

agree either come to collect or change their child should their child become distressed and not enable the adult to change them

agreeing to review arrangements should this be necessary

The school:

agreeing to change the child should the child soil themselves or become uncomfortably wet

agreeing how often the child would be changed should the child be staying for the full day

agreeing to monitor the number of times the child is changed in order to identify progress made

agreeing to report should the child be distressed, or if marks/rashes are seen
agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning. Some EHCP plans will include plans for toileting and self-care.

Personal Care Procedures

The staff at Gilbertstone Primary School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

Child Protection

At Gilbertstone Primary School we will endeavour to have two adults available to supervise intimate care requirements.

DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child.

Wherever possible, the same member/s of staff will be allowed to change named children. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

Monitoring and Review

The SENCO / Inclusion **Manager** will take responsibility for monitoring that agreed procedures and policy are being followed and are meeting the needs of children and families.

Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate. This policy runs alongside other school policies, particularly Safeguarding and Child Protection and Health and Safety.

New Policy: Agreed and adopted by the Governing Body on 22 October 2025.
Date of biannual review Oct 2027

APPENDIX A

Gilbertstone Primary School

Intimate Care Plan

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	

Review comments:	
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If the child is unduly distressed, a member of staff will contact the parent/carer.

*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENCO/ Inclusion **Manager** approval:

Date:

APPENDIX B

Gilbertstone Primary School

Intimate Care Plan Agreements

The parent:

I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school

I will provide the setting/school with spare nappies or pull ups and a change of clothing

I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes

I agree to inform the setting/school should the child have any marks/rash

I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.

I agree to review arrangements should this be necessary

I agree to come and collect my child should they require more thorough cleaning

I agree to either come to collect or change their child should their child become distressed and not enable the adult to change them

Signed: (parent/carer)

The school:

We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.

We agree to monitor the number of times the child is changed in order to identify progress made.

We agree to report should the child be distressed, or if marks/rashes are seen.

We agree to review arrangements should this be necessary.

Signed: (school member of staff)

Name: (school member of staff)

Date:

APPENDIX C

Personal Care Procedures

The staff at Gilbertstone Primary will follow agreed procedures:

Change the child's clothing as appropriate, as soon as possible

Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)

Report any marks or rashes to the DSL and the DSL will determine the appropriateness of informing the parents

Inform parent/carer that a continence issue has arisen during the session

Contact a parent/carer where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

APPENDIX D

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

Staff to wear disposable gloves and aprons while dealing with the incident

Soiled continence product used to be double wrapped or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.

Changing area to be cleaned after use

Hot water and liquid soap available to wash hands as soon as the task is completed

Paper towels available for drying hands.