



Endeavour
Multi-Academy Trust



Toileting and Intimate Care Policy

Endeavour Multi Academy Trust

DOCUMENT CONTROL		
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27/02/2024	V1.0	Scheduled Review - no changes
January 2026	V2.0	Scheduled Review-updated with amendments

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

Principles

All children/students at Endeavour Multi Academy Trust's Schools have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of teaching and learning.

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 Policy, Health and Safety Policies and Medication Policy.

This policy aligns with the Equality Act 2010, the EYFS statutory framework including the 2025 updates, and the NSPCC's 2025 guidance on intimate care. These frameworks collectively ensure children are safeguarded, treated with dignity, and not discriminated against owing to continence, developmental or medical needs.

Our schools will ensure that:

- No child/student's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child/student with a named condition that affects personal development will be discriminated against.
- No child/student who is delayed in achieving continence will be refused admission.
- No child/student will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child/student who has delayed continence.
- The dignity and privacy of children/students will be prioritised while maintaining appropriate supervision to ensure safeguarding.
- Schools will provide hygienic, well-maintained, age-appropriate toileting and changing facilities that meet infection-control standards.
- Children/students will be changed promptly if they are wet or soiled, in line with duty-of-care requirements.

Intimate Care Tasks – cover any tasks that involve the dressing and undressing, washing 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.

Partnership with Parents/Carers – Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required.
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented).
- Additional equipment required.
- Child/student's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions.
- Child/student's level of ability i.e. what tasks they are able to do by themselves.
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care.
- Be regularly monitored and reviewed in accordance with the child/student's development.

Parents/Carers are asked to supply the following:-

- Spare nappies.
- Wipes, creams, nappy sacks etc.
- Spare clothes.
- Spare underwear.

Best Practice – When intimate care is given, the member of staff should always communicate what is happening and why (in a communication method that is appropriate to the student, this may be symbols, signing, gesture, photos or words). Staff encourage children/students to do as much for themselves as they can, lots of praise and encouragement will be given to the child/student when they achieve.

All staff working across the settings must have an Enhanced DBS check. Particular staff members may be identified to change a child/student with known needs and that they plan and record their work with that child/student.

Appendix 1 – Example Intimate/Personal Care Plan used at Two Rivers High School.

Safeguarding – Staff are trained on the signs and symptom of child abuse which is in line with Staffordshire Safeguarding Children's Board guidelines and are aware of the DfE booklet 'What to do if you're worried a child is being abused' and will follow the guidance given.

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/Class Teacher will look into the situation and record any findings. These will be discussed with the child/student's parents/carers in order to resolve the problem. If necessary the DSL will seek advice from other agencies; parental permission should be gained for this to take place.

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

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the appropriate bin. 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 them. Children/students 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.

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Two River High School - Intimate/Personal Care Plan



Child's Name: (add a photo)

Main areas of need/ Aims:

- Change pad
- Apply cream
- Sit on toilet for 10 seconds
- To increase independence

Agreed Language used: toilet, wee, poo, etc

Detailed Plan:

Step by step detail

Where are items located (clothes, pads, wipes, PPE), where (which toilet/ changing facility), who to support the pupil (1 person 2 people, shadow, verbally support, physical clean and change)

Information to be aware of: behaviour, allergies, medical needs etc.

This plan was written by _____ on _____

The pupil was consulted and views obtained (if appropriate) YES N/A

Signed (member of SLT) _____ Date _____

Signed (TA, Support staff)

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Signed (Parent/carer) _____ Date _____