



EAST MORTON CE PRIMARY SCHOOL
Policy for Intimate Care

School Vision

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

School Values

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

Introduction

Intimate care is any care which involves washing, touching or carrying out invasive procedures (such as cleaning up a pupil after they have soiled themselves) to intimate areas. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Guidelines

Guidelines for support staff carrying out toileting procedures/nappy changing at school. NNEB (Nursery Nursing Examinations Board), Levels 1, 2 and 3 teaching and support assistant contracts cover 'promoting personal care' and this includes support with continence needs.

- All adults assisting with toileting should be employees of the school and will therefore have an up to date Disclosure and Barring Service (DBS) check in place
- References must be obtained before employment starts and recorded in the Single Central Record alongside DBS and identity checks.
- Where possible the adult should be familiar with the child ideally working with the child in the classroom
- The normal process of changing a nappy or soiled clothing should not raise child protection concerns, and there are no regulations that indicate a second member of staff must be available to supervise the nappy changing process. However, it is advisable that a second member of staff is in the vicinity if the child is heavily soiled or if there is a known safeguarding risk.
- Consult Social Services departments before changing pupils who are on the child protection register or when Social Services Teams are involved.
- In cases where there is a known risk of false allegations, then 2 practitioners will be required at all times.
- A student on placement should not change nappies or deal with intimate care
- All staff must complete safeguarding training at induction and refresh every 2 years.

- Students, volunteers, and apprentices must hold valid Paediatric First Aid (PFA) to count in ratios.
- It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion.
- Privacy must be respected while maintaining safeguarding oversight (e.g., door ajar, second adult nearby if risk identified).
- Toilet training procedures should take place in a location which provides enough privacy for the child and hygiene facilities.
- A **Toileting Care Plan** must be completed and signed by parents/carers for children who are still wearing nappies/pull-ups or are in the process of toilet training.
- Written records of all intimate care interventions must be maintained (date, time, staff signature) and logged in CPOMS under '**Intimate Care Record**'.
- The school will provide tissues, wet wipes, air fresheners, plastic aprons and gloves (supply kept in the First Aid Room).

Parent/Carer Responsibilities

- Where a child has frequent accidents, complete a Toileting Personal Care Plan giving consent for East Morton CE staff to change their child's nappy or to assist with toileting or cleaning their child
- Where required, provide school with nappies, cleansing agents/creams, wipes and spare clothes and footwear – all clearly labelled with the child's name
- To agree to follow a programme of toilet training for their child at home
- To ensure that the child is changed at the latest possible time before being brought to school
- Provide at least two emergency contacts for the child.

Staff Responsibilities

- Hand washing facilities, liquid soap, nailbrush, running water and disposable towels/tissues will be available.
- Disposable gloves and plastic aprons must be worn and disposed of in the yellow clinical plastic bags in the First Aid Room.
- Inform the Caretaker or office of any cleaning which is necessary.
- Follow the Attendance Policy for unexplained absences and escalate concerns promptly.
- Whistleblowing procedures must be followed if any safeguarding concerns arise, using the school's Whistleblowing Policy

Body Fluids

- If body fluids come into contact with any hard areas they should be disinfected with a solution of bleach (Milton's solution) with a disposable cloth. Soft areas (i.e. carpets) will be treated with disinfectant (medical sanitiser). Bleach should never be applied directly to spillages of urine or vomit as the fumes produced are dangerous. Staff changing the child should inform the Caretaker, or office, of the cleaning which is required

- Soiled nappies and all disposable items should be placed in a yellow clinical bag (kept in the First Aid Room) and tied securely. These will be disposed of by the Caretaker or cleaning team
- Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing
- Staff must always wash and dry their hands after changing or toileting a child

This policy aligns with the EYFS 2025 Safeguarding and Welfare Requirements, including safer recruitment, privacy, record keeping, training, and whistleblowing.

Headteacher: A. Proctor

Governor Approval: A. McGonigle

"This policy was updated ahead of the scheduled review to incorporate changes from the Department for Education statutory guidance."

Date: October 2025

Review date: October 2027