FULWELL INFANT SCHOOL ACADEMY
Policy Statement for Intimate Care

Toileting and Intimate Care Policy
(Reviewed 2026, in line with KCSIE 2026 and EYFS statutory framework 2026)

Introduction

At Fulwell Infant School Academy we believe that inclusive education means providing all pupils with an appropriate education and networks of support alongside their peers. We recognise that educational systems must take account of the needs of individual children.

Some children, for medical, emotional or developmental reasons, will not be independently toileting when they enter or during their time in school. This policy sets out clear guidance to ensure that toileting and intimate care is managed safely, with dignity, and in line with safeguarding responsibilities.

This policy should be read alongside:

- **Keeping Children Safe in Education (KCSIE) 2026**
- **EYFS Statutory Framework**
- **Safeguarding and Child Protection Policy**
- **Staff Code of Conduct**
- **Low-Level Concerns Policy**
- **Equality, Diversity and Inclusion Policy**
- **Data Protection Policy**

Aims

- To support the development of independence in personal care.
- To ensure all children who need to be toileted or changed are given **privacy, dignity and respect**.
- To ensure practice complies with the **Equality Act 2010**, SEN and Disability Act 2001, and safeguarding legislation.
- To safeguard staff and children through **clear roles, procedures, and accountability**.

Objectives

- All staff responsible for changing or toileting children will understand their roles and responsibilities.
- Safe procedures will be in place for changing and toileting.
- Individual toileting / intimate care plans will be written, shared and reviewed regularly.
- All waste materials will be disposed of appropriately.
- Children without a plan who require occasional changing will be supported with dignity and appropriate recording.
- Oversight of intimate care will sit with both the **SENCO** (care planning) and **DSL** (safeguarding audit).

Roles and Responsibilities

SENCO

- Registers children requiring toileting or intimate care plans.
- Drafts plans with input from parents/carers and key staff.
- Reviews plans at least termly or sooner if the child's needs change.

Designated Safeguarding Lead (DSL)

- Holds overall safeguarding oversight of this policy.
- Ensures intimate care logs are regularly audited.
- Ensures any concerns, patterns, or safeguarding issues are addressed and recorded in line with KCSIE 2025.

Staff providing intimate care

- Follow the child's plan consistently.
- Keep accurate records of each changing or toileting instance.
- Maintain dignity, respect and privacy for the child at all times.
- Wear appropriate PPE (gloves and disposable apron).
- Ensure the changing area is left clean and ready for use.
- Inform the SENCO/DSL of any concerns, changes, or safeguarding observations.

Procedures

Planning and Consent

- Each child requiring support will have a written **Intimate Care Plan**, agreed and signed by parents/carers and SENCO.
- Plans will be designed to **encourage independence** and regularly reviewed.
- Plans will be stored securely in line with GDPR (school medical register, with access limited to relevant staff).

Changing and Toileting

- Children will be encouraged to use the toilet or potty and develop independence wherever possible.
- Children who use pull-ups will be encouraged to remove and replace these independently.
- Changing will normally take place in the designated disabled toilet/changing area.
- Only one member of staff will be present, but:
    - Another adult must be informed before entering with the child.
    - The toilet door will remain **unlocked and ajar** to ensure transparency while preserving privacy.
- If moving/handling is required, only trained staff will carry this out safely.
- All soiled items will be double-bagged and disposed of hygienically.

Hygiene and Recording

- Staff must wear disposable gloves and aprons.
- Children will be cleaned with wipes provided by parents/carers, or with water if necessary.
- A **record** will be made of: date, time, staff member, and whether the nappy/pull-up was wet or soiled.
- Records will be monitored by SENCO and audited by the DSL

Other Children (without a plan)

- Occasionally, children without a toileting plan may need changing.
- These children will also be changed with dignity and respect by a staff member following the same hygiene and recording procedures.
- Wet/soiled clothing will be bagged and returned to parents for washing.
- Parents will be informed on the same day, by phone or at pick-up.

Safeguarding

- Staff must follow the **Staff Code of Conduct** at all times.
- Any low-level concerns, disclosures, or observations (e.g. unexplained marks, child discomfort) must be reported immediately to the DSL in line with **KCSIE 2026**.
- Children's voices will be listened to; if a child refuses intimate care from a particular adult, this will be respected and escalated to SENCO/DSL.

- Staff should avoid unnecessary physical contact and only carry out what is required for hygiene and care.

Equality and Inclusion

- All children will be treated fairly regardless of ability, need, gender identity, culture or background.
- Where relevant, the gender preference of the child will be respected as far as possible in allocating staff for intimate care.
- Reasonable adjustments will be made to meet children's individual needs in line with the **Equality Act 2010**.

Monitoring and Review

- The SENCO will review individual care plans termly.
- The DSL will audit logs and oversee safeguarding compliance.
- The Headteacher will report annually to Governors on the effectiveness of this policy.
- This policy will be reviewed annually, or sooner if required by statutory changes.

Toileting & Intimate Care – Staff Quick Guide (2026)

DO

- Tell a colleague before taking a child to be changed.
- Use the designated toilet/changing area (disabled toilet/first aid room if agreed).
- Keep the door unlocked and ajar for safeguarding transparency.
- Wear gloves and a disposable apron for all changes.
- Use wipes provided by parents/carers (or water if needed).
- Encourage the child to do as much as they can themselves (independence).
- Speak to the child calmly and respectfully; explain what you are doing.
- Record every change: date, time, staff name, wet/soiled.
- Double-bag all waste and dispose of in the correct bin.
- Report any concerns, injuries, unusual marks, or disclosures immediately to the DSL.
- Maintain confidentiality – discuss children's toileting needs only with relevant staff.

Fulwell Infant School Academy

Toileting Programme

Name-

Reason for Toileting-

Procedures for Changing (including time, procedures, equipment)

Signed_____ School

Signed_____ Parent

Date _____

FULWELL INFANT SCHOOL ACADEMY

Name_____

Date	Time	Significant Observations	Wet or Soiled	Signed

FULWELL INFANT SCHOOL ACADEMY
CHANGING RECORD (MEDICAL ROOM)

Date	Time	Child's name	Class	Wet or Soiled	Signed