

St Mary's Catholic Primary School



Toileting and Intimate Care Policy 2026-2028

Legal Status: Non-Statutory

Last Review: September 2024

Review date: September 2026

Next Review: September 2028

Responsible Person: EYFS Lead & Assistant
Headteacher

Mission Statement

"Inspired by Mary, we grow together in God's love and care,
opening our hearts and minds."

Toileting and intimate Care Policy

Introduction

St. Mary's RC Primary School is aware that all learners need open access to clean, well-stocked and safe toileting provision and that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student, or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm. St. Mary's also recognises that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone's responsibility to help ensure that they remain this way.

Aim

The toileting and intimate care policy aim to provide a clear framework for staff to ensure the safety and dignity of all learners when using the toilet and for those who need support with personal care, including toileting and continence management. It will also clarify for learners and their families the support they can expect from school.

Principles

St. Mary's respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about upkeep of the toilet facilities and about their personal care as far as they are able
- Provided with consistency of care as far as possible

Toileting

To support a successful start in Nursery and Reception, children are expected to be fully toilet trained before they begin school, unless there is an identified medical need, disability or special educational need that affects their ability to achieve continence.

We do not have the facilities or staffing to routinely change nappies for children in this age group, except where medically necessary. We advise parents to ensure their child is toilet trained before their start date, unless there is a medical reason why this is not possible.

For the purposes of this policy, being fully toilet trained means that a child is usually able to:

- recognise when they need to use the toilet;
- use the toilet independently;
- manage their clothing appropriately;
- wipe themselves appropriately for their age and stage of development;
- flush the toilet; and
- wash and dry their hands independently.

Parents and carers are encouraged to work towards these skills before their child starts school. The school recognises that occasional accidents may occur and these will always be managed sensitively and with dignity.

We recognise that even children who are usually competent in using the toilet may occasionally have accidents. In these instances:

- If the child is able, staff will encourage them to clean themselves independently (for example, by offering wipes and guidance).
- If the child is unable to manage on their own, staff will step in to provide appropriate support. This will be limited to cleaning the surface area of the buttocks only, to ensure the child is comfortable and to reduce any risk of infection.
- All support is carried out with sensitivity, dignity, and safeguarding in mind.

Where a child experiences frequent or ongoing toileting accidents, the school will work in partnership with parents/carers to identify any underlying causes and determine appropriate support.

Staff will always make their best efforts to support children in cleaning themselves after using the toilet. However, due to safeguarding considerations, staff may not be able to ensure that children are completely clean in all areas.

Change of Clothes

Please have a set of spare clothes available on your child's peg. Even children who are competent toilet users can sometimes misjudge the distance to the bathroom. Water play can sometimes get very exuberant! Please remember to label/write your child's name on their clothes. Although children are encouraged to wear aprons in all messy play, there will be times when clothing becomes strained or dirty. Parents are welcome to provide their own wipes in their child's bag if they prefer these to be used. If none are provided, staff will use the school's wipes to support children with cleaning.

School responsibilities

We will work with the whole school community to ensure access to clean, well-stocked private and safe toilet facilities for all.

We will work with learners, parents/carers to promote bladder and bowel health and maximum possible continence.

Where learners are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. Relevant healthcare professionals including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be considered.

St Mary's will consider the religious views, beliefs and cultural values of the learner and their family, as well as the learners gender identification and individual physical needs as far as possible in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.

St Mary's will work with all learners to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

St Mary's will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

St Mary's will act according to their safeguarding policy and procedures if there are any concerns for the learner's wellbeing.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents who have concerns about their child's toileting independence before admission are encouraged to discuss these with the school as early as possible so that appropriate support can be considered.

Parents/carers should work with St Mary's to develop and agree a care plan if one is needed.

Parents/carers must make sure that St Mary's always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must provide at least two named emergency contacts. The person listed as Emergency Contact 1 will be contacted first.

Learner responsibilities

- To respect the toileting space and others use of that space and right to privacy.
- To let school staff know if there is a problem with respect to the toileting/intimate care spaces.
- To be as involved as possible in their intimate care and with their care plan.
- To let school staff know when they are aware that they need assistance.
- To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time.

