

# St Gregory's Catholic Primary School



## Intimate Care, Toileting and Changing Policy

Version:	1.0
Date created/updated:	30 <sup>th</sup> June 2026
Ratified by:	St Gregory's LGB
Date ratified:	June 2026
Date issued:	June 2026
Policy Review Date:	July 2027
Post Holder Responsible for Review:	Mr K Brown
Director / LGB Chairperson	Mr. R Reeve (Interim Chair)

### **Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Intimate Care, Toileting and Changing Policy has been approved and adopted by St Gregory Catholic Primary School on 30<sup>th</sup> June 2026 and will be reviewed in July 2027.

Signed by the Chair of the Local Governing Body for St Gregory's Catholic Primary School:

Richard Reeve  
Mr R.Reeve

Signed by the Principal of St Gregory's Catholic Primary School  
Kevin Brown  
**Mr K.Brown**

**Forming Christ-centered pilgrims of hope with kind hearts, questioning minds, a thirst for knowledge and a hunger for justice**

*- Mission statement: Birmingham Catholic Diocese*

**Aspiring to be GREAT, through loving and learning, following in the footsteps of Jesus.**

*-Mission Statement: St Gregory's Catholic Primary School.*

### **Our GREAT Values**

*Growing with God, Respect, Equality, Aspiring to Achieve, Togetherness*

## **1. Policy Statement**

St Gregory's Catholic Primary School recognises that occasional toileting accidents are a normal part of childhood development.

The school is committed to ensuring that any pupil requiring support following a wetting or soiling incident is treated with sensitivity, dignity, respect and compassion.

The school will work in partnership with parents and carers to support children who experience toileting difficulties whilst ensuring that safeguarding arrangements remain robust and effective.

The welfare of the child will always be the school's paramount consideration.

## **2. Aims**

This policy aims to:

- Protect the dignity, wellbeing and safety of pupils.
- Clarify the roles and responsibilities of staff and parents.
- Ensure compliance with safeguarding requirements.
- Promote pupils' independence and self-care skills.
- Ensure equality of access for pupils with SEND, disabilities or medical needs.
- Provide a consistent approach across the school.
- Protect staff from potential misunderstandings or allegations.

## **3. Legal Framework**

This policy has been written with regard to:

- Children Act 1989
- Children Act 2004
- Education Act 2002
- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice 2015
- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children
- UK GDPR and Data Protection Act 2018
- Health and Safety at Work Act 1974
- School Premises (England) Regulations 2012

The policy also reflects current safeguarding guidance on intimate care and the expectation that children requiring intimate care are treated with dignity and respect.

## **4. Scope**

This policy applies to:

- Wetting accidents.
- Soiling accidents.
- Emergency changes of clothing.
- Pupils requiring occasional assistance.
- Pupils requiring regular intimate care through an agreed care plan.
- All members of school staff.

## **5. Definition of Intimate Care**

Intimate care is defined as any care involving washing, touching or carrying out personal care procedures to intimate areas which most people usually carry out for themselves.

This includes:

- Assisting with toileting.
- Supporting a pupil following a wetting accident.
- Supporting a pupil following a soiling accident.
- Cleaning intimate areas when necessary.
- Assisting with changing clothes.

Intimate care involves close personal contact and therefore requires particular attention to safeguarding arrangements. [Y4 Forest...chool(1-8) | Excel], [School Uniform(1-87) | Excel]

## **6. Expectations of Parents and Carers**

The school expects that:

- Children will ordinarily be toilet trained before admission to Reception unless there is an identified medical, developmental or SEND-related need.
- Parents inform the school of any continence issues.
- Spare clothing is provided where appropriate.
- Parents work in partnership with the school regarding toileting concerns.
- Parents remain available during the school day via emergency contact numbers.

Where a child experiences a significant soiling incident, parents will normally be contacted and asked to attend school to change their child wherever reasonably practicable.

This approach helps preserve the child's dignity and ensures that intimate care is delivered by the adult with primary parental responsibility whenever possible.

## **7. Wetting Accidents**

For isolated wetting incidents:

1. The child will be reassured.
2. Staff will encourage the child to change independently where age and ability allow.
3. Spare clothing may be provided if available.
4. Soiled clothing will be placed in a sealed bag for collection.
5. Parents may be informed at the end of the school day.

Where wetting accidents become frequent, parents will be contacted to discuss support strategies and any potential underlying concerns.

## **8. Soiling Accidents**

Where a child soils themselves:

1. The child will be reassured and supported discreetly.
2. Parents will normally be contacted immediately and asked to attend school to change their child.
3. The child will remain supervised while awaiting collection or parental attendance.
4. The child's dignity and privacy will be maintained at all times.

The school recognises that children should not be left in soiled clothing for prolonged periods.

Therefore, where a parent cannot attend within a reasonable timeframe, or where waiting would compromise the child's dignity, wellbeing, comfort or health, trained members of staff may provide the necessary assistance.

## **9. Circumstances When Staff May Undertake Intimate Care**

School staff may provide intimate care where:

- A parent is unable to attend.
- Immediate assistance is required.
- Delay would compromise the child's dignity.
- The child has an agreed Intimate Care Plan.
- The child has SEND, a disability or a medical condition that requires support.
- There are safeguarding or welfare reasons requiring immediate intervention.

The school will never operate a blanket policy of refusing intimate care.

Each case will be considered individually in accordance with safeguarding responsibilities and equality duties.

## **10. Safeguarding Procedures**

Intimate care situations require the highest standards of safeguarding.

Staff must:

- Maintain professional boundaries at all times.
- Explain actions to the child before providing support.
- Encourage the child's independence wherever possible.
- Respect dignity and privacy.
- Report any concerns immediately to the Designated Safeguarding Lead.

Where staff provide intimate care:

- Wherever possible two adults should be aware that intimate care is taking place.
- The changing area should be private but not completely isolated.
- Adults should never place themselves in situations which could be unnecessarily misinterpreted.
- A written record should be completed.
- Any disclosure or safeguarding concern arising during intimate care must be reported in accordance with the school's Child Protection and Safeguarding Policy.

## **11. Children with SEND, Disabilities or Medical Needs**

The school recognises its duties under the Equality Act 2010 and Children and Families Act 2014.

Where a pupil requires regular intimate care:

- An Individual Intimate Care Plan will be implemented.
- The child's views will be considered where appropriate.
- Parents will be fully involved.
- Advice from health professionals will be sought where necessary.
- Reasonable adjustments will be made.

No pupil will be treated less favourably because of a disability, medical condition or special educational need.

## **12. Health and Safety**

Staff providing intimate care will:

- Wear disposable gloves.
- Use disposable aprons where required.
- Follow infection control guidance.
- Wash hands thoroughly before and after providing support.
- Dispose of waste appropriately.

The school will provide access to:

- Disposable gloves.
- Aprons.
- Cleaning products.
- Spare clothing where available.
- Suitable changing facilities.

### **13. Record Keeping**

A record will be completed whenever staff undertake intimate care.

Records should include:

- Date and time.
- Child's name.
- Reason for assistance.
- Staff members involved.
- Action taken.
- Any safeguarding concerns.
- Communication with parents.

Records will be kept securely in accordance with data protection legislation.

### **14. Repeated Accidents**

Repeated accidents may indicate:

- Medical needs.
- Developmental delay.
- Emotional difficulties.
- Anxiety.
- SEND-related needs.

Where repeated accidents occur:

- Parents will be invited into school for discussion.
- Appropriate support strategies will be agreed.
- Referrals to appropriate services may be recommended if necessary.
- An Individual Intimate Care Plan may be implemented.

The school will work positively with families to identify solutions rather than apportion blame.

## **15. Confidentiality and Dignity**

All staff must ensure that:

- Children are treated respectfully.
- Privacy is maintained at all times.
- Incidents are not discussed publicly.
- Children's self-esteem is protected.

Toileting accidents can be embarrassing and distressing. Every effort will be made to minimise discomfort and maintain the child's dignity.

## **16. Complaints**

Any concerns regarding intimate care should be raised initially with the Headteacher.

If unresolved, complaints may be pursued through the school's Complaints Policy.

## **APPENDIX 1**

### **Intimate Care Record**

**Pupil Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Nature of Incident:**

- Wetting Accident
- Soiling Accident
- Other

**Support Provided:**

**Staff Involved:**

**Parent Contacted:** Yes / No

**Time Parent Contacted:**

**Additional Information:**

**Staff Signature:** \_\_\_\_\_

## **APPENDIX 2**

### **Individual Intimate Care Plan**

Child Details

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Class:** \_\_\_\_\_

Reason Support Required

Agreement with Parents

Assistance Required

- Toileting
- Changing Clothes
- Washing
- Continence Support
- Other

Named Staff

Medical Advice Received

Review Date

Parent Signature

School Representative Signature