



BELMONT PRIMARY SCHOOL

Intimate Care and Toileting Policy

2026 2027

Date of Review: August 2026

Date of Next Review: August 2027

1. Our Approach

At Belmont Primary School, we recognise that children develop independence in toileting and personal care at different rates. Some children may require support with toileting when they join Nursery or Reception, while others may occasionally need help following an accident or because of an additional or medical need.

Children will always be supported with kindness, sensitivity and respect. No child will be made to feel embarrassed or uncomfortable because they require help with their personal care.

Our approach is based upon:

- protecting each child's dignity and privacy;
- safeguarding children and staff;
- encouraging independence wherever appropriate;
- maintaining good standards of hygiene; and
- working positively and sensitively with parents and carers.

2. Supporting Independence

Staff will encourage children to manage their own toileting and personal care as independently as they are able.

The level of support provided will therefore depend upon the individual child. Staff will give only the assistance that is necessary and will explain what they are doing in an age-appropriate way.

Where a child regularly requires support with toileting or intimate care, staff will work with parents/carers to establish consistent routines between home and school.

Where a child's needs arise from SEND, a medical condition or another identified need, individual arrangements may be agreed with parents/carers and relevant professionals where appropriate.

3. Changing and Personal Care

Where a child needs to be changed during the school day:

- personal care will be provided by an employed member of Belmont staff;
- the child will be taken discreetly to an appropriate changing/toilet area;
- another member of staff will be made aware that the child is being supported;
- the child's privacy will be respected while ensuring appropriate safeguarding arrangements;
- staff will encourage the child to do as much for themselves as they are comfortably able to do;

- appropriate protective gloves will be worn where required;
- good hand hygiene will be followed before and after changing;
- nappies/pull-ups and other waste will be disposed of hygienically;
- soiled clothing will be placed securely in a bag to be taken home;
- changing equipment and surfaces will be cleaned appropriately following use; and
- the change will be recorded in accordance with the school's agreed procedures.

Parents/carers will be informed sensitively and discreetly when their child has required significant changing or personal care during the school day.

In exceptional circumstances, where a child is extensively soiled or their care needs cannot be safely and appropriately managed using the facilities, clothing or staffing available in school, parents/carers may be contacted and asked to assist or, where necessary, to collect their child. Any such decision will be based on the child's immediate welfare, dignity and individual needs and will not be used as a routine response to a toileting accident.

4. Safeguarding and Dignity

Intimate care places particular responsibilities upon adults and will always be carried out in a way which protects both the child and the member of staff.

Staff will:

- treat every child with dignity and respect;
- explain what support they are going to provide;
- encourage the child to communicate if they are uncomfortable or unhappy;
- provide no more physical assistance than is necessary;
- respect the child's privacy while maintaining appropriate safeguarding arrangements; and
- report any safeguarding concern immediately in accordance with the school's Child Protection and Safeguarding Policy.

If a child becomes distressed or does not wish a particular member of staff to assist them, this will be respected wherever reasonably possible and alternative arrangements will be considered.

5. Working with Parents and Carers

We recognise that successful toileting and personal care arrangements depend upon positive communication between home and school.

Parents/carers are asked to:

- let staff know about any relevant routines, needs or changes which may affect their child;
- provide nappies or pull-ups, wipes and other personal items where these are regularly required;
- provide suitable spare clothing;
- inform school of any relevant skin condition, allergy, medical need or prescribed treatment; and
- work with school in encouraging their child's developing independence.

School will communicate sensitively with parents/carers and will never discuss a child's personal care needs where they may be overheard by other children or families.

6. Individual Intimate Care Plans

Most occasional toileting accidents will not require a formal plan.

Where a child requires regular or more significant intimate care, an individual care plan may be agreed between school and parents/carers. This may include:

- the child's usual routine;
- the level of assistance required;
- communication preferences;
- relevant medical or SEND information;
- equipment or resources required; and
- any reasonable adjustments necessary to support the child safely and comfortably.

Plans will be reviewed as the child's needs and independence develop.

7. Our Commitment

Needing help with toileting or personal care is never a reason for a child to feel embarrassed or excluded from school life.

Belmont Primary School will work with children and their families to ensure that personal care is provided safely, sensitively and respectfully while supporting every child towards the greatest level of independence they can achieve.

BELMONT PRIMARY SCHOOL

Personal Care and Toileting Information Form

We recognise that children develop independence with toileting at different rates. This form helps us understand your child's needs and make sure that any support they require in school is provided sensitively, consistently and with dignity.

Child's Details

Child's name: _____

Class: _____

Parent/Carer: _____

Tell us about your child

My child currently:

- ☐ uses the toilet independently
- ☐ usually uses the toilet but may need occasional help
- ☐ is developing independence with toileting
- ☐ wears pull-ups
- ☐ wears nappies
- ☐ has specific toileting or personal care needs

Please tell us anything that would help us support your child:

For example, words they use for the toilet, usual routines, signs that they need to go, help they may need or anything they find difficult.

Does your child have any medical, SEND, sensory or skin-care needs which we should be aware of when supporting them with toileting or personal care?

☐ No

☐ Yes – please give details:

What we will provide

Belmont staff will:

- support your child with kindness, sensitivity and respect;
- encourage them to do as much for themselves as they are comfortably able to do;
- provide appropriate help when it is needed;
- respect their privacy and dignity;
- follow appropriate hygiene and safeguarding procedures; and
- let you know sensitively if there is anything significant that you need to be aware of.

What we ask from you

Where your child regularly requires support with toileting or changing, please provide:

- ☐ nappies/pull-ups, where required
- ☐ wipes or other personal-care items normally used by your child
- ☐ at least one complete change of clothing
- ☐ any prescribed creams or other items required as part of an agreed care plan

Please let us know if your child's needs or routines change so that we can continue to support them consistently.

Working Together

Our aim is to work together with you to help your child become increasingly confident and independent with their personal care.

For most children, this form and our usual school procedures will be all that is required. If your child has more significant or ongoing personal care needs, we may agree an individual care plan with you.

Is there anything else you would like us to know?

Parent/Carer name: _____

Signature: _____

Date: _____

School representative: _____

Date: _____