

Eaton House Schools Intimate Care and Toileting Policy

EATON HOUSE SCHOOLS
POLICY DOCUMENT

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Introduction

This policy is applicable to all students at Eaton House Schools, including those in the Early Years Foundation Stage and those with medical or SEND.

The purpose of this policy is: -

- To safeguard the rights and promote the best interests of the children
- To ensure the children are treated with sensitivity and respect, in such a way that their experience of intimate care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for intimate care.
- To inform parents/carers how intimate care is administered.
- To ensure parents/carers are consulted having given permission for the intimate care of their children.

Principles

It is essential that each child is treated as a unique individual, with care provided in the most gentle and compassionate manner. Children should be allowed where possible to exercise choice and should be encouraged to have a positive image of their own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidently and sensitively and that the child's right to privacy and dignity is maintained at all times.

Definition

We follow the below for intimate care, which include:

- Supporting a child with dressing/undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell

Supporting Dressing/Undressing

Sometimes it will be necessary for staff to assist a child in getting dressed or undressed. Staff will always encourage children to attempt dressing and undressing without the assistance of an adult, whilst always being supervised.

Providing Comfort or Support

Children may seek physical comfort from staff, particularly in the early years. Where children require physical support, staff need to be aware that contact must always be appropriate. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender and situation. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but clearly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Key Stage 1 and Beyond

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "Dress and undress independently and manage their own personal hygiene"

Children and young people who need help getting changed

At Eaton House Schools, in addition to EYFS framework (Sep 2025) we also follow below recommendation from NSPCC for children who need extra support to get changed;

- Encourage children of all ages to be as independent as possible – consider prompting and giving verbal help and encouragement before offering physical assistance.
- If it's necessary to give a child assistance, always do so openly and in sight of others.
- Be especially careful when helping children with underclothes, tights and swimming costumes.
- Where possible, the adults who are supervising children getting changed should be of the same gender as them.

The School will ensure that there are an adequate number of toilets and handwashing facilities available and maintained in a clean and safe condition. Suitable and hygienic changing facilities are available for children who require nappy changing or intimate care. Children's privacy, dignity, and safeguarding needs will be carefully balanced and respected during any toileting or changing procedures. An adequate supply of clean bedding, towels, spare clothes, and other necessary items are readily available to support children's comfort and hygiene.

Consent from Parents

Intimate care should only be given to a child after the parents have given permission.

Parents will be asked to sign a consent form prior to their child starting school so that staff can clean and change children in the event of an accident. If a parent does not give consent, the School will contact them or the emergency contact giving specific details about the necessity for cleaning a child. Whilst waiting for the parent/carer the child is comforted and an adult remains with them. If a parent/carer cannot attend the school seeks to gain verbal consent for staff to clean and change the child. This permission will be sought on each occasion that the child soils themselves.

If parents/carers cannot be contacted the head of department will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some physical contact in order to aid the child.

Parental Responsibility

Prior to starting school, prospective parents will be informed that children attending Kindergarten should be toilet trained, or in the case of the nursery children, on the road to being toilet trained. Staff are permitted to ask parents/carers for details of their routine at home so that they can follow a similar pattern whilst the child is at school. If a child is not toilet trained before starting school the parents/carers must inform the staff. It is essential that parents/carers recognise that they are responsible for any training routines for their child.

Staff Responsibilities

Temporary/Support staff will not be allowed to undertake tasks associated with changing children. In the event of a child needing to be changed, staff must announce they are changing a nappy to another staff member in the room. The bathroom door must be left open when changing a nappy. Explain to the child what is happening. Record nappy changing on the sheet provided. Remember to consult with colleagues where any variation from agreed procedure is necessary. Record the justification for any variations to the agreed procedure and share this information with parents.

If a child needs to be cleaned, staff will make sure that

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child
- The child is encouraged to care for themselves as far as possible
- Physical contact is kept to the minimum possible
- Privacy is given appropriate to the child's age and the situation.
- Any soiling that can be is flushed down the toilet
- Soiled clothing is put in a plastic bag unwashed and sent home with the child

Protection for Staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include: -

- Gaining a verbal agreement from another staff member that the action being taken is necessary
- Be aware of and responsive to the child's actions

Parental Permission for Staff to Provide Intimate Care

Parents should complete the permission form for staff to provide intimate care, prior to joining the schools.



Parental Permission for Staff to Provide Intimate Care

I understand that:

- I give permission to Eaton House Schools to provide appropriate intimate care support to my child. E.g. changing soiled clothing, washing and toileting.
- I will advise the Head Teacher of any medical reason my child may have which affects issues of intimate care.
- I understand that the intimate care provided for my child at Eaton House Schools will be given by familiar members of staff.
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Parent/Carer name:

Signature:

Relationship to Child:

Date:

Child's name:

Class:

Date of birth:

Address and Contact Details:

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