





# Toileting Policy Early Years

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<b>Review frequency</b>	Biennial	
<b>Date of next review</b>	Autumn 2027	
<b>Signed by Headteacher</b>	Kate Baskeyfield	
<b>Signed by Chair of Governors</b>	Will Moore	

Document control	
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Written by	Kate Baskeyfield (Headteacher)
Approved by	William Moore (Chair of Governors)
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Published on website	Yes
Links to statutory guidance	<ul style="list-style-type: none"> <li>This policy complies with <a href="#">statutory safeguarding guidance</a> – Keeping Children Safe in Education 2025 and the Early years foundation stage (EYFS) statutory framework <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2</a></li> </ul>
Links to non-statutory guidance	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Other documents / resources used in the writing of this	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Related policies	<ul style="list-style-type: none"> <li>Accessibility plan</li> <li>Child protection and safeguarding</li> <li>Health and safety</li> <li>SEND</li> <li>Supporting pupils with medical conditions</li> </ul>



You can find out more about the school on our website.

If you have any questions about the content of this policy:

- If you are a member of staff – speak with your line manager or a member of the leadership team
- If you are a parent / carer – contact the school office on 0161 748 1867
- If you are another interested party – contact the school office on 0161 748 1867

## **1.Aims**

This policy aims to ensure that:

- Intimate care is carried out safely and effectively by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Children with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the children involved
- The children in our care are able to access a full Early Years' experience and not have this opportunity undermined by incontinence.
- Children are clean and comfortable and that they are also taught to be responsible for their own personal hygiene and to use the toilet independently and with dignity.

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

## **2.Legislation and statutory guidance**

This policy complies with statutory safeguarding guidance – Keeping Children Safe in Education 2025 and the Early years foundation stage (EYFS) statutory framework <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

## **3. Role of parents**

### **3.1 Seeking parental permission**

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form (see appendix 1)

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents (see section 3.2 below).

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

If the school is unable to get in touch with parents and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents afterwards.

Staff will work alongside parents and other professionals to ensure that the needs of the child are being met.

### **3.2 Creating an intimate care plan**

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

The school will work with parents and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

Where an intimate care plan is required, it will be agreed in discussion between the school, parents, the child (when possible) and any relevant health professionals.

See appendix 2 for a blank template plan to see what this will cover.

### **3.3 Sharing information**

The school will share information with parents as needed to ensure a consistent approach. It will expect parents to also share relevant information regarding any intimate matters as needed.

The parents are informed during initial admissions meetings, prior to starting nursery, of the need, where appropriate, to be toilet trained.

Parents are always consulted about the child's needs and preferences in this area and they will be informed of any incidents at the end of the session.

If the child has any particular medical issues or if the parents need any further support, information or guidance we will happily discuss this and are able to contact external support on their behalf as we strive to design a system that can be used by us all.

Parents to be informed on the day of their child requiring changing – in person, via telephone or through the school communication system.

Parent workshops may be instigated, as required, dependent on the needs of the cohort to focus on supporting children with their personal hygiene. These may be facilitated by school, and led by Health visitors or School Nurse.

## **4. Role of staff**

### **4.1 Which staff will be responsible:**

It is the responsibility of all staff to remind children of the need to go to the toilet and to assist them if necessary. Staff will support children in asking staff for help and encouraging children to share when they need to be changed. As soon as staff are aware, attending to a child's personal hygiene will become the priority.

It is also the responsibility of all staff to praise children for their success and for changing and cleaning the child at the point of need.

With prior agreement, teachers and TAs in the EYFS staff will carry out intimate care when needed.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

### **4.2 How staff will be trained**

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as is possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school

- Hygiene and health and safety procedures.

Staff will also be encouraged to seek further advice as needed.

## **5. Intimate care procedures**

### **5.1 How procedures will happen**

To maintain the health and safety of all children and staff;

- One member of staff to change the child, however there needs to be an additional staff member in the unit and available to support if needed.
- The changing of children should be carried out in the designated area only. The area should be thoroughly cleaned using the appropriate products after each use.
- The designated area for Nursery is the changing area. The area provides privacy and ensures that dignity can be maintained. The area is clean and bright and every effort will be made to ensure that it is attractive and non-threatening.
- The designated area for changing Reception and Nursery children is the toilet area in the EYFS unit. Where appropriate, children will be encouraged to change themselves, if they require adult support a second adult will be in the vicinity.
- The adult responsible for changing the child should always wear the gloves provided and an apron if appropriate. Staff will clean their hands after all procedures using anti-bacterial cleansers.
- When the children are involved in caring for their own personal hygiene, they too should be taught to wash and dry their hands thoroughly using the appropriate products.
- Should soiling occur outside of the designated area, this should be immediately cleaned using appropriate products by an adult wearing suitable protective clothing. The area should be cordoned off until completely dry.
- All soiled clothing should be stored or disposed of, if necessary and with the permission of the parent, according to agreed protocols immediately after the child has been cleaned.
- Any creams or lotions should be clearly labelled with the child's name and stored securely. They must only be used by that child.
- Regular monitoring of resources should be carried out to ensure that appropriate products are always available.

All resources for cleaning the children, cleaning the changing area, and protecting staff, will be stored in the designated area in a lockable cupboard.

The cleaning of the general areas, should the need arise, may be carried out by any available member of staff (with regard to the cleaning protocols) whilst a child is being changed. This will ensure the minimising of any health and safety risk to the rest of the children.

When carrying out procedures, the school will provide staff with:

- Gloves
- Aprons
- Changing mat
- Baby wipes for the cleaning of children
- Anti-bacterial soap
- Disposable cloths and sprays for the cleaning of equipment
- A nearby hot water supply
- Paper towels

- Nappy/soiled contaminated disposal bins
- Bags for disposing/storing of soiled clothing
- Face masks

Creams and lotions will be used if provided by a parent

Resources will be regularly monitored and ordered by a member of the team.

All staff will be responsible for the monitoring, cleaning and maintenance of the changing area.

For pupils needing routine intimate care, the school expects parents to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents at the end of the day.

## **5.2 Concerns about safeguarding**

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a member of the senior leadership team.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

## **6. Monitoring arrangements**

This policy will be reviewed by Mr. David Taylor, EYFS Lead, biennially. At every review, the policy will be approved by the Headteacher and the Governing Body.

Appendix 1 – Parent consent form

Appendix 2 – Intimate care plan

## Appendix 1: template parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I <b>do not</b> give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

## Appendix 2: template intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	

This plan will be reviewed twice a year.

Next review date: Autumn 2027



