WIMBLEDON CHASE PRIMARY SCHOOL

Empowering individuals to thrive and contribute positively in a diverse and ever-changing world

Intimate Care and Toileting Policy

September 2026

Contents

- **1. Aims and Vision**
- **2. Guidance and Legislation**
- **3. Principles of Intimate Care and Toileting**

- **4. Staffing, Ratios and Safeguarding**
  - 4.1 Suitable Staff and Vetting
  - 4.2 Key Person System & Familiarity
  - 4.3 Safeguarding & Practice Supervision
- **5. Facilities, Hygiene and Infection Control**
  - 5.1 Standard Facilities and Supplies
  - 5.2 Hygiene & Infection Control Protocol
- **6. Individual Intimate Care Plans (IICP) and SEND Support**
  - 6.1 Merton Ordinarily Available Guidance Alignment
- **7. Working in Partnership with Parents and Carers**
- **8. Monitoring and Review Arrangements**
- **Appendix 1. Intimate Care & Toileting Parental Consent Form**
- **Appendix 2. Individual Intimate Care & Nappy Changing Record Log**

1. Aims and Vision

At Wimbledon Chase Primary School, we are committed to ensuring that all pupils are supported, safe, and comfortable. This policy outlines our framework for managing intimate care and toileting needs with consistency, professional competence, and deep respect for the child's individual developmental stage.

This policy aims to ensure that:

- Children's intimate care needs are met in a way that safeguards their privacy, dignity, and emotional wellbeing.
- Children are supported to develop independence in self-care, personal hygiene, and toileting routines at a pace suited to their capabilities.
- Staff receive clear, practical guidance on statutory health, safety, hygiene, and safeguarding procedures during intimate care.
- A collaborative, open partnership is established with parents and carers, agreeing tailored care arrangements from school entry.
- Every child is included and supported without stigma or discrimination, in full alignment with the Equality Act 2010 and the United Nations Convention on the Rights of the Child (Articles 3, 19, and 28).

2. Guidance and Legislation

This policy is based on statutory requirements and national guidance set out in:

- **Statutory Framework for the Early Years Foundation Stage (effective 1 September 2026)** – specifically Requirement 3.88 (*Toilets and Intimate Hygiene*) [38, 112, 155, 345–347, 540–542].
- **Keeping Children Safe in Education (KCSIE)** and **Working Together to Safeguard Children**.

- **Equality Act 2010** – requiring reasonable adjustments for pupils with Special Educational Needs or Disabilities (SEND).
- **Merton EYFS Ordinarily Available Guidance** – setting local expectations for inclusive early years toileting and developmental support.
- **WCPS School Policies** – including our *EYFS Policy*, *Child Protection & Safeguarding Policy*, *Health & Safety Policy*, and *Supporting Pupils with Medical Conditions Policy*.

3. Principles of Intimate Care and Toileting

Intimate care is defined as any personal care activity that involves dressing, undressing, washing, touching, or carrying out a procedure to intimate body areas that most people usually carry out for themselves. In the Early Years Foundation Stage (Nursery and Reception), this includes nappy changing, supporting a child on the toilet, wiping, changing wet or soiled clothes, and assisting with personal hygiene.

Our core practice principles:

- **Right to Dignity & Privacy:** Every child has an absolute right to privacy and dignity during intimate care. Care is delivered discreetly in designated changing and toilet facilities.
- **Child-Centred Communication:** Practitioners speak warmly and reassuringly to the child throughout the process, explaining what is happening before touching them, using clear language or visual prompts (e.g., Makaton/pictures) suited to the child.
- **Promoting Independence:** Children are actively encouraged to undertake as much of their own self-care as possible (e.g., pulling up clothing, wiping under guidance, washing hands), building self-confidence and motor skills.
- **Positive Support:** Accidents are handled calmly, sympathetically, and without fuss. Staff never show frustration, use negative language, or make a child feel embarrassed or ashamed.
- **Individual Sensitivity:** Staff take into account cultural preferences, religious beliefs, sensory sensitivities, and physical needs as agreed with parents/carers.

4. Staffing, Ratios and Safeguarding

Intimate care procedures are carefully structured to balance the child's right to privacy with robust safeguarding requirements for both children and staff.

4.1 Suitable Staff and Vetting

Only employed school staff who have undergone full safer recruitment checks, including an Enhanced DBS check with Barred List information, are permitted to administer intimate care. Volunteers, work experience students, and supply staff

without verified school vetting are strictly prohibited from carrying out intimate care or nappy changing.

4.2 Key Person System & Familiarity

In Nursery and Reception, intimate care is normally carried out by the child's named Key Person (Class Teacher or EYFS Practitioner) or a familiar class teaching assistant. This ensures consistency, builds trust, and helps the child feel secure.

4.3 Safeguarding & Practice Supervision

While intimate care is carried out by one practitioner to respect the child's privacy, staff always ensure another member of staff is aware that intimate care is taking place. Care takes place in designated changing areas where doors remain closed for privacy, but visual or audible awareness by colleagues is maintained.

If a practitioner notices any unusual physical marks, unexplained bruising, emotional distress, or unexpected disclosures during intimate care, they must report concerns immediately to the Designated Safeguarding Lead (DSL) in accordance with the WCPS *Child Protection & Safeguarding Policy*.

5. Facilities, Hygiene and Infection Control

Wimbledon Chase Primary School provides clean, hygienic, and safe facilities equipped for intimate care and toileting in line with statutory standards.

5.1 Standard Facilities and Supplies

- Age-appropriate child toilets, low-level hand basins, and separate adult toilet facilities.
- Suitable, hygienic changing tables/mats positioned at a safe height.
- Adequate supply of disposable gloves, disposable aprons, anti-bacterial wipes, and paper towels.
- Foot-operated sanitary waste/nappy bins.
- Clean spare clothing, towels, and clean bedding.

5.2 Hygiene & Infection Control Protocol

Staff must follow this strict hygiene protocol for every intimate care interaction:

1. **Preparation:** Gather all required items (fresh nappy/wipes/clothes, clean gloves, apron, plastic bag) before bringing the child to the area.
2. **Personal Protection:** Wash hands and put on fresh disposable gloves and a disposable apron.
3. **Changing & Cleaning:** Support or change the child gently, cleaning thoroughly from front to back using disposable wipes.

4. **Disposables:** Place soiled nappies/wipes in a sealed plastic bag and dispose of immediately in the foot-operated bin.
5. **Soiled Clothes:** Place soiled clothing directly into a double-sealed plastic bag to return to parents at the end of the day. Soiled items are **not** hand-washed at school for infection control reasons.
6. **Decontamination:** Clean and disinfect the changing mat/surface using anti-bacterial spray and dispose of aprons and gloves.
7. **Handwashing:** Guide the child to wash their hands thoroughly with warm water and liquid soap. Staff wash their own hands thoroughly after completing care.

6. Individual Intimate Care Plans (IICP) and SEND Support

Where a child has ongoing intimate care needs, a medical condition, or developmental delay regarding toileting, the school collaborates with parents/carers and relevant health professionals to establish an **Individual Intimate Care Plan (IICP)**.

6.1 Merton Ordinarily Available Guidance Alignment

In accordance with Merton's EYFS Ordinarily Available Guidance, staff implement setting-based adjustments and graduated support strategies:

- **Pattern Tracking & ABCC Logs:** Where soiling or wetting occurs regularly, staff use observation logs to analyze potential medical, sensory, or emotional triggers (e.g., constipation, anxiety during transitions, or sensory aversion to toilet noise).
- **Visual Routines & Timetables:** Using "Now and Next" visual boards, objects of reference, or step-by-step visual toilet sequencing cards to reduce anxiety and build self-regulation.
- **Sensory & Physical Adaptations:** Providing footstools for stability, toilet reducer seats, move-and-sit cushions, or scheduled sensory/movement breaks to support muscle tone and comfort.
- **Multi-Agency Liaison:** Linking with the SENCO, Health Visitor, School Nurse, or Occupational Therapist to implement specialist guidance or medical healthcare plans.

7. Working in Partnership with Parents and Carers

We recognise that intimate care is a shared responsibility between home and school. Establishing open, trusting communication with parents/carers ensures consistency and supports the child's developmental progress.

- Admission & Consent: Parents/carers complete the WCPS *Intimate Care & Toileting Consent Form* upon entry to Nursery or Reception, detailing their child's current toileting stage and medical needs.
- Parental Provision: Parents of children in nappies or undergoing toilet training provide nappies, wipes, nappy sacks, cream (if prescribed/agreed), and at least two complete changes of named clothes.
- Emergency Contact Information: Parents must provide more than two emergency contact numbers.
- Two-Way Communication: Staff inform parents on the same day if a child has required a change of clothes or experienced an accidental soiling/wetting incident, communicated discreetly at pickup or via Tapestry.

8. Monitoring and Review Arrangements

This policy will be reviewed and approved by the Assistant Headteacher for Phase 1 every 2 years, or earlier if statutory EYFS requirements update. At every review, the policy is shared with the Governing Body.

School Development Area Leader:	Jo Ruffle (Assistant Headteacher Phase 1)
Linked Governor:	Wellbeing Governor
Date Agreed:	September 2026
Review Date:	September 2028

Appendix 1. Intimate Care & Toileting Parental Consent Form

Please complete and return this form to your child's Key Person / Class Teacher upon entry to Nursery or Reception.

Child & Care Details	Parent / Carer Information
Child's Full Name:	
Date of Birth & Class:	
Current Toileting Stage:	[ ] Independent [ ] Toilet Training [ ] Wears Nappies/Pads
Specific Care Instructions:	*(e.g. wipes preferred, cream application, sensory sensitivities)*
Items Provided by Parent:	[ ] Nappies [ ] Wipes [ ] Nappy Sacks [ ] Spare Clothes
Parent/Carer Name(s):	
Emergency Contact Numbers:	*(Please provide more than 2 contact numbers)*

Signature & Date:

Declaration: I give permission for Wimbledon Chase Primary School staff to provide intimate care, nappy changing, and toileting support to my child in accordance with the school policy.

Appendix 2. Individual Intimate Care & Nappy Changing Record Log

This record log is maintained by EYFS staff in changing facilities to record intimate care interactions.

Date & Time	Child Name	Care Provided / Changing	Staff Member	Parent Notified
				[ ] Yes [ ] N/A
				[ ] Yes [ ] N/A
				[ ] Yes [ ] N/A
				[ ] Yes [ ] N/A