



Leigh Academy
Bearsted



Personal & Intimate Care Policy

Written/reviewed: August 2025
To be reviewed by: August 2026

Equality Statement

At Leigh Academy Bearsted and Little Bears Nursery we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school and Nursery, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age. We will adhere to the legal definitions of these protected characteristics as set out in the Equality Act 2010. We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.

Policy statement

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is variation in the time at which children will master certain skills. Toileting is one of these skills, and it is key in contributing to independence and self belief.

Whilst we encourage all our children to be dry when starting school, we recognise that there are a number of stages to mastering toilet training (as listed below), and that our children may be at any of these stages when they join us. It would be hugely beneficial for your child to be toilet trained by the time they start school, if they are physically and developmentally able to. However, no child is excluded from participating in our Nursery who may, for any reason, not yet be toilet trained and who may still be wearing pull ups. We will work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Where required, we will support with pull up changing and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. Occasionally a parent may request Nursery staff to apply a barrier cream. In this case they will be required to complete a Permission Form. We see toilet training as a self-care skill that children must have the opportunity to learn with the full support and non-judgemental concern of adults.

Leigh Academy Bearsted and Little Bears Nursery will ensure that when children are changed both their physical and emotional needs are met. Children will be changed regularly where needed, and their changes documented accordingly. Pull ups or soiled/wet underwear will be changed by members of staff who have been DBS cleared.

During transition calls, the Nursery lead will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed where possible. Parents are requested to supply pull ups and wipes. If barrier cream is required parents will need to supply it in a named container and parental consent will be required to enable staff to apply the cream. Changing will occur only in the designated toilet areas, which meet health, hygiene and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible. During toilet training, staff will encourage independence and support the child with positive reinforcement. Toilet training

will be supported following discussions between a child's key person and their parent/carer. (See the further details on changing and toilet training below).

We recognise that children present in many different ways with regards to their toileting independence as they begin to attend part or full time school, as listed here:

- Fully toilet trained across all settings.
- Fully toilet trained but may regress for a little while in response to the anxiety and excitement of starting school.
- Be fully toilet trained at home but prone to accidents in new settings.
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but are likely to master these self-care skills with support and a well structured toilet training programme.
- Have SEND that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into Foundation Stage and Key Stage 1 provision can present a challenge to schools, and may require a personal support plan to be drawn up. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children within our setting.

Location of changing

Whenever possible it is recommended that:

- Mobile children are changed standing up in the toilet cubicle/area.
- If this is not possible the next best alternative is to change a child on a mat on a suitable surface in the hygiene room. Children in Year 1 and above should only be changed either on a changing mat or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

Resources

Changing time can be a positive learning time and an opportunity to promote independence and self worth. Leigh Academy Bearsted and Little Bears Nursery ensure there is:

- Hot running water
- Paper towels
- Aprons and Gloves for staff
- Nappy Bags
- Cleaning equipment
- Bin

Parents **must** ensure they supply spare clothes, wipes and nappies.

Spare nappies, wipes, and clothes will also be kept in the Nursery in case they are needed by any child.

Working with Parents/Carers

At Leigh Academy Bearsted and Little Bears Nursery we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Educational Health Care Plan (EHCP) should be applied for in agreement with parents/carers in order to ensure full support is in place.

Where appropriate, parents/carers will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their pull up changing procedure. Any significant observations made during a pull up changing procedure will be notified to the parents at the end of the session (i.e. badly soiled pull up/strong urine etc.)

Home/School Agreement

Where pull ups or the equivalent are still worn by the child,

Parents/carers must:

- Agree to change the child at the latest possible time before coming to school.
- Provide pull ups, wet wipes and a change of clothes.
- Understand and agree procedures to be followed during changing at school.
- Agree to inform school should the child have any marks/rash.
- Agree how often the child should be routinely changed if the child is in school for the full day and who will do the changing.
- Agree to review the arrangements, in discussion with the school, should this be necessary at any point.
- Agree to encourage the child's independence and participation in toileting procedures wherever possible.
- Agree that if the child is badly soiled and/or extremely distressed after a toileting accident and school staff deem it necessary for the wellbeing of the child, the Parent/carer will be called to collect the child.

The School will:

- Agree to the best of their abilities, to change the child should they soil themselves or become wet.
- Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Agree a minimum number of changes per day.
- Agree to report to the Principal/Designated Safeguarding Lead should the child be distressed or if mark/ rashes are seen, or safeguarding concerns arise.
- Agree to review the arrangements, in discussion with parents/carers, should this be necessary.

- Agree to encourage the child's independence and participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

The process for the management of a child's personal care needs may need to be further clarified through a personal care plan or EHCP. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet management plan may be required.

Procedure for changing a Pull Up/Soiled or Wet Underwear (as followed by staff)

- Consider where best to change the child and alert another member of staff that the child needs to be changed.
- Wash your hands.
- Gather all the necessary items needed before each change, for example, pull up, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Put on gloves and an apron. A new set of gloves and disposable apron is used for each change.
- Remove the child's clothing to access the pull up/soiled or wet pants, or where age/developmentally appropriate - encourage the child to remove their clothing independently. Remove the pull up/soiled or wet pants and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin. If age/developmentally appropriate, the child will be encouraged to independently wipe themselves clean as much as possible (standing Reception-aged children and above). Staff will then provide further support with cleaning where needed. If the child is deemed to be extremely soiled, parent/carers must be called to advise. Our children's wellbeing is a fundamental priority, and if it is felt that they cannot comfortably remain at school and/or are unwell then parent/carers will be called.
- Put on a clean pull up/underwear and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a pedal operated bin.
- Support the child in dressing themselves in clean clothes (where age/developmentally appropriate).
- Help the child to wash their hands using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the classroom.
- Return to the toilet area and use anti-bacterial spray and paper towels, clean the toilet area and surrounding area before leaving to dry and then wash and dry your hands.

Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing time. At this time, staff will talk to the children and provide positive praise and reinforce what

the child is doing. Stickers may be offered if appropriate to reinforce the positive behaviour to the child.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

Intimate Care Policy:

Introduction

Leigh Academy Bearsted and Little Bears Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or discomfort. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities should be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist, and in line with the child's Education Health Care Plan (EHCP).

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty or menstruation, and developmental delays. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/ herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will

be respected. Careful consideration will be given to each child's situation to determine how many staff members will need to be present when the child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. **The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.**

Written by: Mrs J Downes - Early Years Lead

To be reviewed: August 2026

Appendix - Intimate Care Consent

Child's name

Date of birth

Male/ female

Parent/ Carer's name

Address

I understand that:

I give permission to the school to provide appropriate intimate care support to my child in regards to their toileting, including applying nappy/barrier cream when instructed to by myself as parent/carer. I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Signed _____

Relationship to Child _____

Date _____