



# **Flying High Partnership**

## **Intimate Care Policy**

### **Pinxton Village Academies**

-  Longwood Infant Academy
-  John King Infant Academy
-  Kirkstead Junior Academy

Anne Ingle Headteacher

Date September 2025  
Review September 2027

# **INTIMATE CARE POLICY**

## **Aims**

We aim for all our children to be included in school activities and never discriminated against. We do this by

- Having appropriate procedures in place.
- Providing suitable resources.
- Keeping parents informed of their child's progress.

The Governors and staff of Pinxton Village Academies aim to ensure that all staff responsible for intimate care of children will undertake their duties to the highest professional standard and that all children will be treated with the utmost respect when intimate care is given. No child will be attended to in a way that causes them distress or discomfort.

## **Definition of Disability in the Equality Act**

The Equality Act 2010 provides protection for anyone who has a physical, sensory or mental impairment that has a substantial and long term effect on his/her ability to carry out normal day-to-day activities. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. However, it is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay which may not have been identified by the time they enter nursery or school are likely to be late coming out of nappies.

Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from normal preschool activities solely because of incontinence.

## **Policy statement**

No child is excluded from participating in our school who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

## **Child Protection**

The normal process of changing a nappy should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. Criminal record checks are carried out to ensure the safety of children with staff employed in childcare and education settings. If there is known risk of false allegation by a child then a single practitioner should not undertake nappy changing. A student on placement should not carry out this task unsupervised.

As a school we remain highly vigilant for any signs or symptom of improper practice, as they do for all activities carried out on site.

### **Organisation**

Children who have a named condition or a specific delay in this area will have a care plan/routine in place. Procedures will be discussed with parents All staff are clear about child protection procedures.

### **Procedures**

- Key persons undertake changing young children in their key groups, where possible.
- Changing areas are safe areas for the child.
- Each young child has their own basket/bag with their nappies or 'pull ups' and changing wipes.
- Staff wear PPE while changing a nappy.
- Soiled nappies to be double wrapped and disposed of in a bin – it may be necessary to use external bins if there are a significant number of occurrences in one day.
- Antibacterial Hand Gel is also available for staff members to use.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to do as much for him/her as he/she can.
- Hot water and liquid soap is available for hand cleansing following completion of the task. Paper towels are available for drying hands.
- The changing area should be cleansed as appropriate. The caretaker should be asked to provide a deeper clean where appropriate after the children have left.
- Key persons are gentle and positive when changing the child (no negative comment about 'wearing nappies or nappy contents').
- Older children access the toilet when they have the need to and are encouraged to be independent.
- 'Pull ups'/nappies are disposed of hygienically. Any soil (faeces) in pull ups is flushed down the toilet and the pull up/nappy is bagged and put in the bin.
- Cloth trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- Named staff will be identified to provide for children who may need long term intimate care.
- Staff will be supported to adapt practice in relation to the needs of individual children's developmental stages eg. Toilet training.
- Where necessary intimate care plans will be drawn up for vulnerable children as appropriate to suit circumstances of the child's needs.
- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities.

### **Resources**

Disposable gloves, nappy sacks, baby wipes, changing mat, antibacterial gel and spare clothes are available on both sites.

### **Assessment and Record Keeping**

It may be appropriate to keep a record of the frequency of occurrences to monitor the situation.

### **Equal Opportunities and Special Educational Needs**

The purpose of this policy is to ensure that all children are treated fairly and have their needs catered for appropriately in school.

### **Health and Safety**

Appropriate health precautions such as PPE and additional hand washing have been identified in the procedures. Adults should ensure that the child's safety is considered when finding a place for changing – particularly on the John King site where the location may differ depending on the time of day.

For children with named conditions appropriate risk assessments will take place regarding the frequency of need. Adults physical health should be taken in to account.

### **Parental Involvement**

Parents will have significant involvement in liaising with school staff and informing school of changes to the child's health. It is essential that excellent levels of communication should be upheld in order to ensure children are not discriminated against.

***Signed John Worthy. Chair of Governors***

***Signed Anne Ingle Headteacher***

***Date September 2025***

Appendix 1



Head Teacher: Mrs Anne Ingle  
Deputy Head Teacher: Miss Bethany Dickson and Mrs Rebecca Carlin  
Assistant Head Teachers: Miss Jess Knighton and Miss Mel Bentley

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Parental permission for intimate care

I give my permission for.....  
to receive intimate care (e.g. Help with changing or following toileting.)

I understand that staff will endeavour to encourage my child to be independent.

Childs Name:

Class:

Relationship to child:

Signed Parent/ Carer:

Date:

Appendix 2

Toileting discussion with parents/ carers

Record of meeting

Childs Name:

DOB:

Attended by:

Date of Meeting:

	Details	Action
Working towards independence e.g taking pupil to toilet at timed intervals, rewards.		
Arrangements for nappy changing e.g. who, where, privacy		
Level of assistance needed e.g. undressing, handwashing, dressing		
Moving and handling needs e.g equipment, training needs, hoisting equipment		
Infection control e.g. wear gloves, nappy disposal		
Sharing information e.g nappy rash, infection, family/ cultural customs		
Resources needed e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Appendix 3

Intimate care checklist ( can be used as preparation for plan)

Pupils name:

Admission Date:

DOB:

	Discussion	Actions
<b>Facilities</b> <ul style="list-style-type: none"> <li>• Changing bed/ table</li> <li>• Suitable for toilet identified?</li> <li>• Grab rails</li> <li>• Step</li> <li>• Adaptations required</li> <li>• Locker for supplies</li> <li>• Hot and cold water</li> <li>• Lever taps</li> <li>• Mirror at suitable height</li> <li>• Disposable unit/ bin</li> <li>• Hoist</li> <li>• Other moving and handling equipment</li> <li>• Emergency alarm</li> <li>• other</li> </ul>		
<b>Family provided supplies</b> <ul style="list-style-type: none"> <li>• nappies/pads</li> <li>• catheters</li> <li>• wipes</li> <li>• spare clothes</li> <li>• other</li> </ul>		
<b>School provided supplies</b> <ul style="list-style-type: none"> <li>• toilet rolls</li> <li>• antiseptic cleaners</li> <li>• cloths, paper towels</li> <li>• soap</li> <li>• disposable gloves/ aprons</li> <li>• disposable sacks</li> <li>• urine bottles</li> <li>• bowl bucket</li> <li>• Milton sterilising fluid</li> <li>• other</li> </ul>		
<b>Good practice</b> <ul style="list-style-type: none"> <li>• advice sought from health professional</li> <li>• moving and handling</li> <li>• parent and carers views</li> <li>• pupils views</li> <li>• childs communication</li> <li>• agree use of language</li> <li>• training</li> </ul>		

<ul style="list-style-type: none"> <li>• awareness raising for all staff</li> <li>• other</li> </ul>		
PE <ul style="list-style-type: none"> <li>• discreet clothing required</li> <li>• privacy for changing</li> <li>• other</li> </ul>		
Support <ul style="list-style-type: none"> <li>• designated staff</li> <li>• back up staff</li> <li>• training for staff</li> <li>• school visits</li> <li>• after school clubs</li> </ul>		

Toilet management / intimate care plan to be prepared

By:

When:

To be reviewed :