



Intimate Care Policy

Reviewed/Updated	Date
Updated	August 2018
Review	August 2021

Intimate Care Policy

If a pupil has a toilet accident at school, the following guidelines should be observed:

- Only children whose parents have given relevant written permission will be changed.
- Children will be changed within 10mins of reporting the accident.
- Any parents/carer of those children for whom parental consent has not been received will be telephoned immediately.

Procedure for changing

It is not always possible to have two members of staff present when a child is being changed. However, the member of staff changing any child will alert her colleague prior to beginning the changing procedure.

- Every attempt should be made to give any child privacy and preserve their dignity.
- Staff MUST wear disposable gloves when changing any child.
- Children must be encouraged to remove any clothes to be changed for themselves as much as possible.
- Where necessary the children will be given a baby wipe to freshen themselves.
- Children should be encouraged to dress themselves.
- Soiled clothing should be sealed in a plastic bag and this put into another bag. This should be given to parent/carer on the same day.
- Record incident in incident book, sign, date and report to parents.

Monitoring and Review

This policy will be monitored regularly by the Senior Leadership Team and the issues arising reported by the Principal to the Governors. The policy will be reviewed by the Principal and the Board of Governors.

Signed: _____ Principal

Signed: _____ Chair of Board of Governors

Date: _____