




# Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

## Intimate Care Policy September 2025

<b>Reviewed by:</b> Deborah Hainsworth Jane Marshall Jane Marshall Jane Marshall	September 2023 July 2023 September 2024 September 2025
<b>Safeguarding Approved:</b> Toni Harris	19 September 2025
<b>Ratified by the Governing Body:</b>	24 September 2025
<b>Review date: Annually</b>	September 2026
<b>Signed: Rob Cooke</b>  Chair of Governors	

Ashford Oaks Primary School is committed to providing personal care that has been recognised as an assessed need in ways that:

- Maintain the dignity of the individual child.
- Are sensitive to their needs and preferences.
- Maximise safety and comfort.
- Protect against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able and protect the rights of everyone involved.
- As a Rights Respecting School we recognise the following articles in Support of this policy, Article 3 Best Interests of the Child, Article 24 Health, Water, Food and Environment.

The diversity of individuals and communities is valued and respected. No child or family is discriminated against.

### **1. Definition**

Intimate personal care includes hands-on physical care in personal hygiene, and physical presence or observation during such activities.

Intimate personal care tasks can include:

- Body bathing other than to arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.
- Application of medical treatment, other than to arms, face and legs below the knee.
- Supporting with the changing of sanitary protection.

### **2. Scope**

This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years Foundation Stage.

In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment. This could include:

- Children and young people with limbs in plaster.
- Children and young people needing wheelchair support.
- Children and young people with pervasive medical conditions.

### **3. Toilet Training**

**Schools are not expected to toilet train pupils.** Therefore, unless a child has a disability, as defined through legislation, it is expected that parents/carers will have trained their child to be clean and dry before they start in Nursery.

Parents should be encouraged to train their child at home as part of their daily routine, and schools should reinforce these routines whilst avoiding any unnecessary physical contact.

However, admitting children who are not yet toilet trained or who have continence problems into schools should be at the decision of the head teacher.

For a variety of reasons children in the EYFS or a child in any year group may:

- Have been fully toilet trained but regress for a little while in response to the stress 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 be toilet trained at all but likely to respond quickly to a well-structured toilet training programme.
- Be fully toilet trained but have a serious disability or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but will probably master these skills during the EYFS and the school year
- Have SEND and might require help (during the EYFS and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

Where possible staff should work with children of the same sex and be mindful of and respect the personal dignity of the pupils when supervising, teaching or reinforcing toileting skills.

#### **4. Safeguarding**

DBS checks are rigorous and are carried out to ensure the safety of children with staff employed in schools and settings. Ashford Oaks has a duty to ensure staff are not employed without a DBS check, on occasions a member of staff may start their employment without the DBS checks being completed, this member of staff will wear an orange lanyard and will not be involved in intimate care of a child. Ashford Oaks maintain a Single Central Record, which records all DBS documentation.

Staff should:

- Always inform other colleagues about the contact(s) beforehand, assessing the need to have them present or close by.
- Make other staff aware of the task being undertaken.

It is essential that the adult who is going to change the child informs the teacher and/or another member of staff that they are going to do this. There is no written legal requirement that two adults must be present. However, in order to completely secure against any risk of allegation, a second member of staff may be present where resources allow.

## **5. Health and Safety**

Ashford Oaks Primary School must promote the good health of children attending the setting and take necessary steps to prevent the spread of infection, and take appropriate action if children are ill or infectious.

- Staff to wear fresh disposable aprons and gloves (masks are also available) while changing a child.
- Changing area/ toilet to be left clean.
- Caretaking/ cleaning staff to be informed.
- Hot water and soap available to wash hands as soon as changing is done.
- Paper towels to be available to dry hands.

## **6. Menstruation**

The children in Year 5 are given information about periods and how Ashford Oaks will support them during their menstrual cycle.

The school provides sanitary towels/pads, as and when required. We have a supply of underwear, which will be provided if needed and a change of clothing can also be provided. The girls know of the designated toilets, which include sanitary bins.

If a girl starts menstruating for the first time during the school day, the PST team will support the student and contact her parents.

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This policy supports the UN Convention on the Rights of the child, in particular but not exclusively to articles:

- Article 2 – Non discrimination
- Article 3 – Best interests of the child
- Article 23 – Children with a disability

**September 2025**