



# Mylnhurst

Preparatory School and Nursery

 Mylnhurst  
Campus Group

MOTIVATE. ENGAGE. INSPIRE.



Policy Document  
Mylnhurst School & EYFS

# Intimate Care Policy

Publication Date: May 2024

Review Date: May 2026



## **Contents:**

1. Introduction
2. Aim
3. Principles
4. School responsibilities
5. Governors' responsibilities
6. Parent/carer responsibilities
7. Learner responsibilities
8. Related Policies

## **Introduction:**

At Mylnhurst we are aware that all children need open access to clean, well-stocked and safe toileting provision and that some children may require assistance from members of staff for personal care, including toileting, either due to the age and developmental stage of the child, or as a result of a disability or medical need. Our main aim is to ensure that our learners are safe, secure and protected from harm. At Mylnhurst we also recognise that not only is it in the best interests of the whole school community to maintain clean, hygienic toilet facilities, but that it is everyone's responsibility to help ensure that they remain this way.

## **Aim:**

The toileting and intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all learners when using the toilet and for those who need support with personal care, including toileting and continence management. It will also clarify for children and their families, the support they can expect from the school.

## **Principles:**

At Mylnhurst we respect our children and encourage them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our learners are:

- treated as individuals
- that their right to safety, dignity and privacy is respected
- involved with and consulted about upkeep of the toilet facilities and about their personal care as far as they are able
- provided with consistency of care as far as possible



## **School responsibilities:**

We will work with the whole school community to ensure access to clear, well-stocked private and safe toilet facilities for all.

We will work with the children and their parents/carers to promote bladder and bowel health and maximum possible continence.

Where children are not able to be fully continent, we will ensure that an individual care plan is written to ensure their needs are clarified and met. The child will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant health care professionals, including the school nurse may also be consulted. The care plan will be reviewed at least annually or sooner if the child's needs change.

Our School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. Only those staff named on the individual care plan will be involved in providing support with intimate care to a learner. Mylnhurst will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this, and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the child's behaviour or appearance will be documented and reported to the DSL in line with the school's safeguarding policy.

Staff will communicate carefully with the child, using their usual communication method, to discuss their needs and preferences. Wherever possible the child's wishes and preferences will be taken into account.

Mylnhurst will take into account the religious views, beliefs and cultural values of the child and their family, as well as the child's gender identification and individual physical needs as far as possible, in provision of appropriate toileting facilities and when undertaking or supporting required individual personal care.



At Mylnhurst, we will work with the child to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

Our School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

Our School will follow our safeguarding policy and procedures if there are any concerns for the child's wellbeing.

### **Governor's responsibilities**

- ensure there are appropriate toileting facilities to meet the needs of all children, including those with bladder and bowel health issues
- ensure that sufficient staff are trained to meet the needs of the children
- ensure that this policy is monitored and reviewed at least every three years

### **Parent/carer responsibilities:**

- ensure that they provide all relevant information to school, as soon as possible, so that the needs of the child can be met. This includes the nature of their child's needs, details of any health care professionals involved including specialist nurses, as well as any changes in their medication, care or condition
- ensure that they work towards their child achieving the maximum possible level of independence at home
- should work with school to develop and agree a care plan
- to make sure that school always has the required equipment available for their child's intimate care or toileting needs
- ensure that school always has their emergency contact details

### **Child responsibilities:**

- to respect the toileting space and others use of that space, and right to privacy
- to be as involved as possible in their intimate care and with their care plan
- to let school staff know when they are aware that they need assistance
- to let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time

### **Related Policies**

This policy must be read in conjunction with the following:

- Safeguarding Policy
- First Aid Policy
- Health and Safety Policy
- Inclusion Policy