



St. Lawrence Primary School



Intimate Care School Policy

[UNCRC Article 3: Adults must do what's best for me](#)

[UNCRC Article 23: I have the right to special care and education](#)

Introduction

This policy must be seen within the context of the Education Department Intimate Care Policy which can be accessed via the gov.je website

<https://www.gov.je/SiteCollectionDocuments/Education/P%20Intimate%20Care%20Policy%2020160408%20NR.pdf>

St Lawrence School 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 pain. 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 safeguarding 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. If a child requires a change due to a toileting accident, staff will assist with cleaning and changing the child, and parents will be notified. Parents have the option to opt out of this policy; however, in such cases, they will be required to be present to change their child themselves. 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 fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from the appropriate agencies.

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 and is best practice. In the rare circumstances where only one member of staff can be present to change a child, the parent will be contacted for consent. Each child's right to privacy will be respected.

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



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Staff will be supported to adapt their practice in relation to specific needs of individual children taking into account developmental changes. 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.

Parents are asked to inform the school in advance if their child is not fully toilet trained before starting. This helps ensure that the school can provide the appropriate support and care for the child's needs. Clear communication is essential for staff to be prepared and to work with parents on any necessary arrangements, such as extra assistance during toileting times. By notifying the school ahead of time, parents help create a smoother and more comfortable transition for their child into the school environment.

Individual toilet management plans will be drawn up for children as appropriate to suit the circumstances of the child. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal management 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.

The Protection of Children

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with a toilet management plan, concerns should be raised with the parents in the first instance. A meeting may be called that could possibly include the health visitor and headteacher to identify the areas of concern and how all present can address them. If these concerns continue there should be discussions with the school's safeguarding co-ordinator about the appropriate action to take to safeguard the welfare of the child.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for safeguarding.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

All staff will be required to confirm that they have read this document.

APPENDIX 1: Toilet Management Plan

Child's Name:

Class/Year Group:

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Name of Support Staff Involved:

Date of Record:

Review Date:

Area of need	
Equipment require/by whom	
Location of suitable toilet facilities	
Support required	Frequency of support

Working towards Independence

School will	Parents will	Child will try to	Target achieved (date)

Signed:

Parents/Carers

Signed:

Member of Staff

Signed:

Child (if appropriate)

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Version	Date Issued	Issued by	Reason for Change	Presented To (initials to agree policy has been read and understood)	Approved by:	Date
0.1	18.11.20	AC	review	KB (shared with FS team)	KB/HB/JT/NH/LK	23/11/20
0.2	02.07.25	AC	review	All staff	All staff	03/07/25
0.3						

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