



Durham School for Girls Doha

Intimate Care Policy

Policy owner	Deputy Head Pastoral
Applies to	All students, parents and guardians.
Approved by	Principal
Review date	August 2028, or earlier when required
Version	3 Academic year 2026-27

VALUES

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DURHAM GIRL

1. PURPOSE

This Policy and Guidelines have been developed to safeguard children and staff in Durham School for Girls. They apply to everyone involved in the intimate care of children in our school.

2. POLICY AIMS

At Durham School for Girls, all children are expected to be fully toilet trained before attending school. Children must be able to use the toilet independently and must not require nappies, diapers, pull-ups or training pants during the school day. The school will support children who are fully toilet trained but may require initial reassurance or guidance when using the bathroom in a new environment. The school will also support changing a child in the event of an occasional toileting accident. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.
- To safeguard adults whose roles, include intimate care.
- To raise awareness and provide a clear procedure for intimate care.
- To inform parents/carers on how intimate care is administered and ensure they are consulted in the intimate care of their children.

Definition of Intimate Care:

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the genitals parts of the body’.

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet.
- rinsing intimate parts of the body.

Principles of Intimate Care

The following are the fundamental principles upon which the policy is based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.

- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to have levels of intimate care that are as consistent as possible.

(Surrey Early Years and Childcare Service 2014)

Responsibilities of Staff involved with intimate care

- At Durham School for Girls all staff are ACRO or Local Police checked on application. Therefore, all individuals who provide intimate care will have been vetted correctly.
 - The Principal/Designated Safeguarding Lead, must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines.
 - All staff must have an awareness of the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.
 - Intimate care arrangements must be agreed by the school, parents/guardian and child (if appropriate) through the distribution of the school policy and by the parents signing a written consent form (if their child is in Foundation Stage 1 or Foundation Stage 2).
 - Signed consent forms will be kept in a class file. If a parent/guardian does not return a signed consent form or requires alternative arrangements made for their child, then this will also be recorded in the class file.
 - If a staff member has concerns about an intimate care practice, they must report this to their Designated Safeguarding Lead (Ms Wallace) or one of the Deputy Designated Leads for Safeguarding.
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- The school reserves the right to review toileting arrangements where a child continues to require regular intimate care or is unable to manage their toileting needs independently.
 - Where a child is regularly wearing nappies, diapers, pull-ups or training pants, or is unable to manage toileting independently, the school will contact the parent/carer and the child will be required to remain at home for a period of two weeks to allow the family to support the child in becoming fully toilet trained. The child may return to school when they are fully toilet trained and are no longer wearing nappies, diapers, pull-ups or training pants.
 - Occasional accidents will be dealt with sensitively and in accordance with the Personal Care Procedures within this policy. An occasional accident does not, in itself, indicate that a child is not toilet trained.

- Parents/carers are responsible for ensuring that their child is fully toilet trained before attending school and for providing appropriate spare underwear and clothing in case of an occasional toileting accident.
- Wearing a nappy, pull-up, diaper or training pants on a regular basis is considered an indication that a child is not yet fully toilet trained. Training pants are not considered an appropriate alternative to underwear for children who are expected to be toilet trained.
- Durham School for Girls expects all children attending school to be fully toilet trained and able to manage their toileting needs independently, appropriate to their age and developmental stage.

Personal Care Procedures

The following procedures apply when a child requires support with toileting or changing following an occasional accident.

- Staff will respond calmly, sensitively and respectfully, protecting the child's dignity and privacy at all times.
- The child will be encouraged to manage as much of the toileting or changing process independently as they are able to, with support provided only where necessary.
- Where a child needs help using the bathroom, staff will provide age-appropriate verbal guidance and practical assistance as required.
- If a child has a toileting accident, staff will support the child to change into clean, dry clothing. The school does not provide or use nappies, diapers, pull-ups or training pants.
- Parents/carers are responsible for providing spare underwear and suitable clothing for their child. Parents/carers should also inform the school of any known skin irritation, rash or other relevant condition that may affect the child's care.
- Where appropriate, staff may use wipes as part of supporting a child to clean themselves following an accident. Parents/carers acknowledge and consent to this through the school's Intimate Care Parent Agreement.
- The child should be given reasonable privacy while changing. Staff should maintain appropriate professional boundaries and ensure that care is carried out in an open and observable manner wherever possible.
- Wherever possible, one familiar adult will support the child with intimate care. Two adults may be present where there is a specific safeguarding or practical reason; the reason should be clearly recorded.
- Staff will explain to the child what support is being provided and why, using language appropriate to the child's age and level of understanding.

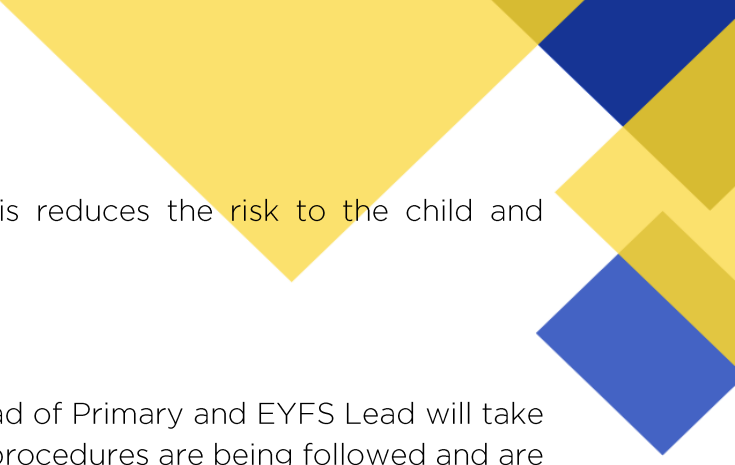
- Parents/carers will be informed on the same day when their child has received intimate care following a toileting accident or has required significant support with toileting.
- Any concerns arising during intimate care, including a child becoming distressed, refusing support, reporting discomfort, or making a disclosure, must be reported immediately to the Designated Safeguarding Lead or Deputy Designated Lead and managed in accordance with the school's safeguarding procedures.
- Staff must not use intimate care as a form of discipline or respond in a way that causes embarrassment, shame, distress or pain.
- Repeated accidents or a pattern of a child being unable to manage toileting independently will be discussed with parents/carers and may lead to a review of the child's attendance arrangements in line with this policy.

Parent/Carer Responsibilities and Consent

- Parents/carers are responsible for ensuring that their child is fully toilet trained before attending school.
- Parents/carers must provide sufficient spare underwear and suitable clothing so that their child can be changed following an occasional accident.
- Parents/carers should inform the school of any known rash, skin irritation or other relevant information that may affect intimate care.
- Parents/carers must inform the school if their child's toileting needs change or if they begin to require regular assistance.
- Parents/carers acknowledge that occasional toileting accidents can occur even when a child is fully toilet trained and consent to the school supporting their child with toileting and changing when necessary.
- Parents/carers acknowledge that the school does not use or change nappies, diapers, pull-ups or training pants as part of its normal provision for pupils.
- For Foundation Stage pupils, parents/carers are required to complete and sign the school's Intimate Care Parent Agreement. Signed agreements will be retained in accordance with the school's record-keeping procedures.
- Parents/carers should raise any concerns about intimate care with the school so that these can be considered promptly and appropriately.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns. If there is known risk of false allegation by a child, then a single practitioner will not undertake changing. Wherever possible, the same member of staff



will be allowed to change named children. This reduces the risk to the child and promotes their dignity.

Monitoring and Review

- The Designated Safeguarding Lead/ Head of Primary and EYFS Lead will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the Designated Safeguarding Lead/ Head of Primary and EYFS Lead's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead and subsequently the Head Teacher for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children.