



**Rouge Bouillon School**

**Intimate Care Policy**

**and**

**Early Years Toilet Training  
and Nappy Policy**

Last updated March 2026

Rouge Bouillon 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, toileting, cleaning and wiping as part of the staff member's duty of care. In the case of specific procedures around any specific equipment only the staff suitably trained and assessed as competent should undertake the procedure.

### **School Expectations**

- The school expects that children will be toilet trained on entering the school Nursery (the beginning of the September of the academic year children turn three years of age), or any class beyond this (Reception to Year 6), except in the instances where a child has Special Educational Needs or a Record of Need that includes temporary or permanent incontinency
- The school understands that children of all ages, but particularly in Nursery and Reception are likely to have accidents (especially urine accidents), and ensures children are treated sensitively and without blame in such circumstances. They are supported in changing themselves, (ensure spare clothes are brought in from home) and the school has a small stock of spare clothes in case they run out of their own spares. One adult may be present where there is no need for intimate care: i.e. the child simply needs some support with dressing or undressing or be given clean clothes.
- The school does not have the right to refuse entry to the school, or withhold a place for a child because he or she is not toilet trained. But we can request reduced hours in order for the child's needs to be put first.
- The school will contact parents in the event of soiling and will expect them to assist with intimate care of their child/ren unless an Intimate Care Plan is already in place.

### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. 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 be completely secure against any risk of allegation, a second member of staff may be present where resources allow and is recommended particularly where intimate care and wiping is needed.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

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.

Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. If the child has specific needs this care plan will be drawn up and discussed with the school nurse or continence nurse where necessary.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care 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.

**Please Note: Where a child is wearing nappies or pull-ups, the parents will be asked to provide these for the school. Baby wipes will also be requested by the school for hygiene purposes.**

### **The Protection of Children**

Safeguarding Procedures and Multi-Agency Protection procedures will be adhered to. Where parents do not co-operate with intimate care agreements concerns should be raised with the parents in the first instance and parents will need to be called to attend school if and when the child needs changing.

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, recording on My Concern. (See Safeguarding policy)

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 the 'Intimate Care Policy and Guidance' document.

## **Early Years Toilet Training and Nappy Policy**

### **Aims of the policy:**

- To clarify the school's expectation for toilet training for EY children who are developing within normal parameters socially, emotionally and physically
- To establish clear guidelines for pupils, parents and school staff for children who are developing within normal parameters socially, emotionally and physically, but have not been toilet trained on entry to the school Nursery, Reception Class or beyond. (These children may or may not still be wearing nappies or pull ups).

### **Guidelines:**

At Rouge Bouillon we believe that open and direct communication between the school and the parents is paramount to forming positive relationships with our families. The school seeks to work with and support families to find a solution. The school also understands that some children will have only just turned three on entry to Nursery, and that age-appropriate toilet training is still within typical parameters for such individuals. In such circumstances where there are delicate issues to be discussed (such as toilet training of school age children), we are well equipped to support parents through many different avenues, and hope that professional and supportive dialogue can enable families who have struggled with this, to achieve their goals.

- We expect families who have children of typical development, who have been unable to toilet train their child disclose this to the school, either prior to starting at Rouge Bouillon or when the child starts (in Nursery, Reception or beyond).
- Following disclosure of a child not being toilet trained a meeting would be arranged involving the parents of the child and one or more representative from the school. This may include the class teacher, the SENCo, or the EYFS

Leader. The purpose of the meeting is to discuss the issues, measures taken thus far and formulate a plan, 'Next steps.

- We acknowledge each case is individual and different solutions can be found to this issue. However, the parents must assume the main responsibility for toilet training their child.

The following list is not exhaustive, but provides measures that may support toilet training:

- Concerted (repeated) effort of toilet training at home prior to starting school, using resources such as children's books on the subject, wearing no clothes, modelling, sticker charts and so on.
- Contacting the Health Visitor so that the child can be assessed for any development issues.
- Parents put in contact with other supportive networks (including The Bridge) or other individuals who may be able to advise and support them on a more personal level.
- Referral to the Occupational Therapist where the school or the parents has noticed other behaviours that may indicate sensory issues, and therefore affect the child's ability to toilet train
- Regular reminders from the class teacher to use the toilet, typically half hourly (this is possible during the early part of the Autumn Term when the classes in the Nursery are not yet to full capacity.
- Appointment with the GP to discuss the issues.
- Reduced school timetable so that the child may go home and have a nappy change and personal needs seen to (reduce chance of nappy rash, etc).
- Parents are available in an emergency to come and change the child at school when it is felt that full time schooling was appropriate for the child.

Once 'Next steps' have been agreed, a review meeting will take place at an agreed time (usually between two and six weeks after the first meeting, depending on the particular issues of the child).

Review meetings will continue regularly until successful toilet training has been achieved or further investigations of a medical or psychological nature may be explored, involving outside health agencies to advise and support parents

**Please Note: Where a child is wearing nappies or pull-ups, the parents will be asked to provide these for the school. Baby wipes will also be requested by the school for hygiene purposes.**

## Appendix- Risk Assessment

Child's Name: ..... Name of School: .....

Date of Risk Assessment: .....

	Yes	Notes
1. Does weight/size/shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain/discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury/ pregnancy)		
10. Are there any risks concerning individual capability (pupil)? <ul style="list-style-type: none"> <li>• General fragility</li> <li>• Fragile bones</li> <li>• Head control</li> <li>• Epilepsy</li> <li>• Other</li> </ul>		
11. Are there any environmental risks? <ul style="list-style-type: none"> <li>• Heat/cold</li> </ul>		

If Yes to any of the above complete a detailed personal care plan in discussion with parents and school nurse