Intimate Care Policy & Practice

Part of the Preventative Curriculum at Primate Dixon Primary School

Reviewed May 2026

This policy is written in line with Child Protection Committee's Regional Policy and Procedures April 2005, Regional Intimate Care Policy and Guidelines Regarding Children and DE Circular 2017/04 Safeguarding and Child Protection in Schools.

School policy and procedures always aim to support the Primate Dixon core Mission Values of welcome, equality and quality, participation, inclusion and knocking away any barriers to taking part.

At Primate Dixon we care deeply about the wellbeing of our pupils and the mutual trust bonds between school and family.

We seek always to work in partnership with parents and children to ensure the safety and dignity of every child. This at times will include supporting a child's personal needs and their intimate care. It is very important to us that children, parents/carers and staff are comfortable in the support and caring arrangements that are in place at the school.

Intimate care may be defined as any activity required to meet the personal care needs of each individual child. This may include

- Eating
- Oral care
- Sunscreen Application
- Dressing
- Assisting with Toileting
- Menstrual care
- Catheter & stoma care

Policy and practice were reviewed in May 2026.
Our Nursery has excellent fit-for-purpose playrooms, play spaces, playgrounds, staff and parent facilities.
Very importantly, this also included new toilet and personal care facilities.

At Primate Dixon our school mission and core principles are embedded in all school policies.

We are committed to the principles that

- **The safety and dignity of every child is of paramount importance.**
- **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 ability**

Some children will have very specific needs in relation to their personal and intimate care. This may include children with medical needs or needs arising from a physical disability or learning difficulty. In respect of these children a Care Plan will be drawn up in agreement with the child's parent and the staff working with the child, usually the class teacher and classroom assistant and the Vice Principal. Careful consideration is given to each Care Plan working together with the parents and as age appropriate the child as to how the child can be best supported.

If necessary appropriate equipment is resourced and specialised medical advice sought.

In most cases intimate care of a child will relate to toileting accidents that will occur. Step by step procedures are agreed with staff and parents through written consent given when the child enrols at Primate Dixon.

Toileting Procedures

In Nursery and Foundation Stage toilets are adjacent to classrooms.

Toilet facilities are available for children and adults with specific need.

In Nursery and Foundation Stage classes children use the toilet directly as they need to without asking.

Staff remind children at regular intervals to go to the toilet.

Children go into the cubicles individually.

The children are encouraged to be as independent as possible.

The hygiene routine is encouraged each time the children use the toilet. Staff are positive, friendly and helpful towards children at all times encouraging each one to develop good personal hygiene habits.

Toilets are cleaned and maintained to high standards. Through-the-day cleaning is deployed to inspect and clean toilet areas mid-way through each school day and to ensure that all necessary toilet requisites are in place and spares available within toilet areas.

These include toilet areas adjacent to Nursery and Early Years classrooms, Key Stage 2 toilet areas, individual need toilet spaces and playground toilets.

Procedures To Assist A Child With Accidental Toileting Needs

Parents are asked to sign a consent note indicating their consent or otherwise as to whether or not their child may be changed in the event of a mishap. A copy of this slip is attached.

- If a child has a toileting incident the permission slips/log are checked to see if the child may be changed.
- If the child is not permitted to be changed the parent/guardian is contacted to come and change the child.
- If the child is permitted to be changed, a member of staff provides the child with clean clothes. Early Years staff have a supply of clothing available for children who may needed changed. Clothing for older children is also available.
- The member of staff informs another member of staff that they are assisting to change the child.
- If staffing level with other children is compromised in any way, other school staff will be made available to help provide additional necessary cover.
- The member of staff accompanies the child into the toilet room and encourages the child from outside the cubicle to change their clothes. Separate. discrete facilities are available when needed.
- The child is comforted and reassured to eliminate any distress.
- The children are encouraged to be as independent as possible but, on occasion, the staff member may offer assistance if the child requires or asks for it.
- **The child's dignity is preserved at all times.**
- The parent/guardian is informed of the incident when they come to collect the child.
- The incident is recorded in the incident book.

If a child is soiled again step by step procedures are in place.

- The member of staff informs another member of staff that they are assisting to change the child.

- The member of staff accompanies the child into the toilet room and encourages the child from outside the cubicle to change their clothes and clean themselves.

- **The child's dignity is preserved at all times.**

- If the child is badly soiled, contact may be made with home to have the parent collect the child. A degree of discretion, acting in the best interests of the child, is necessary in some instances.

- If, for any reason, the parent is unable to collect the child or if contact cannot be made, a member of staff working with the child will change them in so far as possible and contact will continue to be attempted with home. A school text will be sent requesting return contact.

- Wet and soiled clothes are sent home with the parent.

- The incident is recorded in the incident book.

Concerns Arising from Intimate Care of a Child

If staff at any time are concerned about the welfare of a child in relation to something that they may have noticed while supporting a child's intimate care, the schools Safeguarding Procedures and Policy are strictly followed.

If during the intimate care of a child, the child is accidently hurt or becomes upset or distressed, staff will report this to the Designated Teacher or a member of the Safeguarding Team. Parents will also be immediately informed of this. Parents are then welcome to come along to the Nursery if they wish.

A written record will be made by the attending member of staff and securely stored by the Designated Teacher.

May 2026

PRIMATE DIXON PRIMARY SCHOOL
4 School Lane
Coalisland BT71 4NW
Telephone 028 8774 6044

www.primatedixonpscoalisland.org

BUNSCOIL ARDEASPAG DIXON
4 Lána na Scoile
Oiléan an Ghuail BT71 4NW
Teileafón 028 8774 6044

Consent To Assist Children's Personal Needs

Dear Parents

Your child may have a toileting accident or other personal need that requires the help of one our school staff.

If this happens we need your consent to help your child.

Children are helped in a sensitive and positive manner by staff.

Their dignity is preserved at all times when they are being supported.

Staff have clean clothes available at all times in case of need.

It may be your preference that you do not wish a member of staff to assist your child.

If this is your preference, we will contact you so that this can be done.

Sun Protection

On days of strong sun children wear sun hats.

On these days, staff may put sun block on children for protection.

Hypoallergenic sun block is used to provide protection.

Sun screen will only be applied to exposed areas such as face, neck, arms and lower legs.

Again we need your consent for this.

Please consider the options attached and complete as appropriate and return the consent slip to a member of school staff.

The school's Intimate Care Policy can be viewed on our website at

https://www.primatedixonpscoalisland.org/policies/

Print copies are also available from the school.

If you have any questions about our Intimate Care Procedures or would like any other information, please be certain to speak to us. Your views and opinions are always welcome.

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Consent To Assist Children's Personal Needs

Child's Name: _____ Date of Birth: _____

Sunblock Application

I give my consent for sunblock to be applied to my child's face, neck, arms and legs. ☐

Toilet And Other Personal Assistance

I give my consent for a member of the school staff to change and support my child. ☐

I wish to be telephoned and I will immediately make arrangements to collect or change my child. ☐

If there is some other contact you wish to be made, please specify below.

Parent/Carer Signature: _____ Date: _____