Apex Primary School

Intimate Care Policy – Toileting

Reviewed April 2026 **Next review: As required**

1.0 INTRODUCTION

Apex believes all children have the right to be safe and to be treated with dignity, privacy and respect in relation to their bodies. Staff who are working with children must always be sensitive to each individual child's needs. It is an Islamic requirement to cleanse using water after attending the toilet. Young children who are unable to wash themselves are assisted in doing so by using the following procedure.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

Bathroom Accidents Policy

At Apex, we strive to provide a safe and nurturing environment for all students.

1. **If a child has a toileting accident,** a member of staff will support them to clean and change promptly and with dignity, following the toileting procedure in section 2.
2. **The child is changed into clean clothes** (from their bag or the school's spare supply) and returns to class. Parents are informed the same day. Parents will only be asked to collect their child if the child is unwell or very distressed.
3. **We ask parents** to support their child with toilet training before they start school, and to provide spare clothing in their child's bag. Children who are not yet fully independent will be supported, working in partnership with parents.

For children with SEND, medical needs, or continence needs, the setting will develop an Individual Intimate Care Plan (ICP) in partnership with parents/carers before or as soon as possible after the child starts, or when a relevant need is identified.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is

fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the setting and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the setting will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the setting.
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.
- The setting conducts regular risk assessments on all aspects of the setting's operation. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

2.0 TOILETING PROCEDURE

For 3 to 4/5 year olds:

- All practitioners must be made aware as a member of staff escorts the child to the toilet
- Before entering ensure that the du'a "Allah-humma innee a'udhu bika minal khubthi wal khabaaith" is read
- The child seats him/herself on the toilet and the practitioner listens and waits for the child to call that s/he has finished
- Once the child has finished the practitioner fills the container with water, wears disposable gloves and pours water over to the front/rear area of the child and the child wipes using the tissue. The door to the toilet should NOT be fully closed whilst the practitioner is in the toilet with the child.
- GLOVES MUST BE WORN
- Where the child is considered capable of cleaning himself/herself s/he should be encouraged and minimal assistance provided - such as the container being filled and handed or given tissue to wipe him/herself

- Once washed, the disposable glove should be discarded and the practitioner should wash his/her hands and ensure the child washes theirs
- When leaving the toilet remind the child to read “Ghufranak”
- The teacher of the classroom should make note of the time taken to attend the toilet and investigate immediately any prolonged absence.