



# Intimate Changing and Toileting Policy

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| Policy Reviewed by:   | Suzy Hollett (HR Manager)          |
| Date:                 | 01.08.2026                         |
| Policy Verified by:   | Sara Llewellyn (School Leader-CEO) |
| Date:                 | 08.08.2026                         |
| Date for Next Review: | 01.09.2027                         |

## Background

- No pupil is excluded from participating in Maple Haven who may, for any reason, not yet be trained and who may still be wearing nappies or pads regardless of age or equivalent.
- We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We see toilet training as a self-care and hygiene skill that pupils can learn with full support and non-judgmental support of adults.
- All children are treated with dignity, care, and compassion during nappy or pad changing/ toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy or pad/potty/toilet contents.
- Maple Haven aims to provide the opportunity for all children to use the toilet independently and to help with children who require it.
- When children are in pull-ups, we will remind them at frequent intervals to use the toilet.
- If a child is in nappies or pads, these will be changed, as necessary.

As part of our school inclusive values, we adapt our medical training as required. Some children may require medical interventions including catheterization and urine output monitoring where necessary. Additional training is provided and monitored by the school nurse where necessary. Dignity is upheld throughout for the pupil and key communication is maintained with parents to avoid unnecessary discomfort to the pupil.

Children can be referred on to the school Health team for further assistance with toilet training and for product supply if there is a continuing need for these.

Maple Haven works alongside the Children's Continence Product Service to provide annual reviews here in school which parents are invited in to. Training in fitting and using these products may be accessed if needed.

Children will be shown the toilet areas before they need to use them, to help promote confidence and familiarity in a new environment. Maple Haven and Nursery staff will remind children to use the toilet/potty regularly with the aid of BSL sign and using P.E.C.S.

Potties are available for children too small to use the toilet or those who feel more confident using a potty.

Privacy is always maintained at Maple Haven during all aspects of toileting / changing.

All staff are familiar with the hygiene procedures and carry these out when toileting children.

During toileting staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the experience.

Staff will wear protective gloves and aprons when supporting children during toileting. These will be disposed of after each use.

Toilet and flush handle are wiped down with antibacterial wipes/spray after each child has used the toilet or potty. All children will be encouraged to adopt good personal hygiene by washing their hands properly using the high / low sink. Maple Haven will provide visual reminders to show good hand washing practice.

All Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task. Activities and routines will also include reminders about the need for good personal hygiene.

Any concerns arising during intimate care, changing or toileting procedures will be reported immediately to the Designated Safeguarding Lead and managed in accordance

with the School's Child Protection and Safeguarding Policy, Keeping Children Safe in Education (KCSIE) 2026 and Working Together to Safeguard Children 2026.

### **Spillages of bodily fluids**

These must be dealt with by a first aider. Spillages of blood, vomit, urine, and excrement should be cleaned up promptly. The area should immediately be cleared and cordoned off and the first aider should use the spillage kit found in the medical room to clean it up. The first aider should wear gloves and apron and the waste should be cleared area as directed by the kit and disposed of in the yellow clinical bin. The incident should be recorded on an incident form.

If the staff have any concerns surrounding a child and changing or toileting, they are to seek advice from the School Leader or Safeguarding Team. These are to be documented and acted on accordingly. Confidentiality is always to be upheld.

Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. If soiled, they will be sent home at the end of the day with the child for washing.

Only staff members with DBS Enhanced Disclosure clearance will undertake toileting duties.