Early Years Foundation Stage
Intimate Care and Toileting Procedure

1. Introduction

At GEMS The Winchester School, we are committed to safeguarding and promoting the welfare of children in our Foundation Stage. We are committed to ensuring that all staff responsible for the intimate care of children will professionally undertake their duties at all times. The Intimate Care and Toileting Guidelines regarding children have been developed to safeguard children and staff.
Definition of Intimate care: 'Any care that involves washing or carrying out an invasive procedure (supporting a child with cleaning themselves up if they have soiled themselves). It is also associated with other accidents that may require a child to change their clothes. These include changes needed as a result of water play, messy play, sickness and inclement weather. Intimate care tasks identified explicitly as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning/wiping/ washing intimate parts of the body

2. Purpose of policy

To provide guidance and reassurance to staff and parent/s.
To safeguard the dignity, rights and well-being of children.
To ensure that there is a consistent approach from all teaching staff in the Foundation Stage.

3. Toileting and the Foundation Stage Curriculum

The Early Years Foundation Stage Curriculum — 'Development Matters' and 'Statutory Framework for the Early Years' advises the following milestones should be met by young children:

- **Physical Development: 3 to 4 Year (Foundation Stage 1)**

Working towards a consistent daily pattern in relation to eating, toileting and sleeping routines and understands why this is important
Gains more bowel and bladder control and can attend to toileting needs and dress themselves
Be increasingly independent in meeting their own care needs, e.g. brushing teeth, using the toilet, washing and drying their hands thoroughly.
Be increasingly independent as they get dressed and undressed, for example, pulling up pants, putting jackets on and doing up zips.

- **Physical Development: 4 to 5 Year (Foundation Stage 2)**

Has established a consistent daily pattern in relation to eating, toileting and sleeping routines and can explain why this is important

Usually dry and clean during the day
Further develop the skills they need to manage the school day successfully, including personal hygiene.

4. What the school expects of parents

- Parents/carers ensure that their child is toilet-trained before school admission. Under no circumstances should a child attend school wearing diapers or nappies, or padded underwear.

- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers will provide at least two full sets of spare clothes (underwear, socks, trousers, t-shirt) so that clothing can be changed after any wetting occasions.
- Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.
- Should the child receive medication for any toileting issues, parents must report to the class teacher about this and ensure all relevant information is shared with the clinic team before the child starts or returns to school.
- Parents/carers agree that after two wetting occasions per day, their child will need to be collected from school immediately for the health and hygiene of the child and other children in the class.
- Parents/carers agree that after ANY soiling occasion, their child will need to be collected from school immediately for the health and hygiene of the child and other children in the class.
- Parents/carers agree that if their child continues to wet or soil themselves they will be required to remain at home to continue toilet training. This leave will be authorised for up to 5 school days.
- **How will wet /soiled clothes be dealt with.** Wet clothes will be sent home in a cover, soiled underwear will be discarded.
- Parents/cares agree that if spare clothes are not provided the school will use a spare set of uniforms for the child. This set will be washed and sent back to school the next day.

5. 1. What school expects of staff:

- Two members of staff will be present when having to assist a child in the washroom.
- Teachers and teaching assistants will encourage children to go to the toilet independently during the school day. There will be set times in the day where students will be reminded to use the washroom.
- If a child should be changed into fresh clothing, staff will assist by:
    - Talking children through the steps to support them
    - Handing over fresh clothes, tissues, wipes, bags to store soiled clothes in
    - Supporting emotionally if a child is upset
- If assistance in changing and toileting is needed, teaching staff should protect themselves and reduce the threat of infection spread, should wear masks, gloves and aprons.
- If a student requests to use the toilet, they will be allowed.

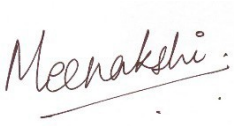
6. Parental Agreement

Upon entry parents will be required to read and sign the parental agreement which sets out the key points of this procedure.

7. Planned Care

Where students of determination or disabled students are unable to take care of their own toileting needs, the school will follow the guidelines set out in the GEMS Education Intimate Care Policy 2025-26 to meet the needs of those individuals

Signed :



Date : August 2026

Parent Consent

☐ I give permission for the school to provide intimate care to my child.

☐ I do not give permission for the school to provide intimate care to my child.

We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection.)
We understand the procedures that will be carried out and will contact the school immediately if there are any concerns

Student's Name:_____

Class/Grade/Year group: _____

Name of the Parent: _____

Signature of the Parent:_____

Contact Number: _____

Parent Email ID: _____