: Learners Today.. Leaders Tomorrow :

The Gulf English School

Intimate Care and Toileting Policy

Date: September 2025

Author: Leadership Team

Adoption / Review	Committee	Lead Personnel	Review Date:
September 2025	ELT	LT	September 2026

This policy applies across all campuses:
GES Gharafa (Infants)
GES Bin Omran

Responsible, **R**espectful, **R**esilience

The Gulf English School's

Our Vision

We aim to develop a responsible, respectful, resilient school community, supporting the highest level of personal achievement in a changing modern intercultural world.

V1	We aim to develop a responsible, respectful, resilient school community,
V2	supporting the highest level of personal achievement
V3	in a changing modern intercultural world.

Mission Statements

M1	We provide a high-quality education, focusing on skills, knowledge and application, enabling our community to strive and achieve excellence
M2	We aim to develop a culture of life-long learning, independence, ambition, which is continuously demonstrated by our community.
M3	Our community promotes diversity and global citizenship where individual differences are understood and celebrated.
M4	To drive the development of creative skills and critical awareness in our students.
M5	Our school community provides a safe, supportive, and stimulating learning environment that focusses on the well-being of all
M6	We aim to integrate the use of technology on a day-to-day basis to enhance our teaching and learning.

Our Core Values: The 3 R's

- ✓ **Responsible:** Driven, Ambitious, Achiever
- ✓ **Respectful:** Empathy, supportive, caring, diversity
- ✓ **Resilient:** Risk takers, empowered, committed

Introduction

Most EYFS students are typically capable of handling the essentials of independent toileting. They can perform basic tasks such as pulling down and pulling up their pants, using the toilet, and washing their hands afterward. While some may still need occasional reminders or assistance, especially with tasks like wiping or managing buttons and zips, most students at this stage can manage the routine on their own. Encouraging independence in toileting not only fosters self-confidence but also supports their overall development.

During the admissions process, parents are specifically asked whether their child is toilet-trained, and they are requested to sign a consent form. Additionally, parents are asked to consent to their child receiving intimate care in the event of accidents.

Our expectation is that Early Years students are toilet-trained before starting school. This includes:

- Recognising when they need to use the toilet and being able to communicate their needs to get help if necessary.
- Following a routine that involves pulling down their pants, using the toilet, wiping, flushing, and washing their hands.
- Understanding that accidents may happen, please support by providing clothing that is easy to pull on and off, along with a clearly labelled spare set of clothes (including underwear) with your child's name. If clothing is not provided, we will assist the student in changing into school-owned clothing, which may also include underwear.

Intimate Care

It covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Staff who work with young students or those who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of students' needs. Students are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Parents are required to complete an Intimate Care Agreement when their child joins EYFS. Intimate care may be defined as any activity that is required to meet the personal needs of an individual student on a regular basis or during a one-off incident. Such activities can include:

- Feeding
- Oral care
- Washing
- Changing clothes
- Toileting
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. Students' dignity will be preserved, and a high level of privacy, choice and control will be provided to them.

Staff who provide intimate care to students have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at our school, work in partnership with parents to provide continuity of care to students wherever possible.

Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all students as appropriate to their developmental level and degree of understanding.

The Gulf English School is committed to ensuring that all staff responsible for the intimate care of students will always undertake their duties in a professional manner. All staff recognise that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

Our Teaching

Toileting for EYFS students focuses on learning hygiene and socially appropriate behaviour. Our teachers and teaching assistants are attentive to students' "holding on" signals, such as leg crossing, fiddling, and restlessness, and will offer reminders to use the toilet when needed.

If a student has an occasional accident, we will handle it discreetly, assisting them privately in cleaning up and changing into dry clothes without making a fuss. Handwashing after using the toilet is encouraged and integrated into our social, personal, and health education.

Regular opportunities for group toilet visits are provided throughout the day. While staff are available to help with occasional accidents, children are expected to be toilet-trained before starting school.
If a child experiences three accidents within a week, they will need to remain at home for at least a week to work on their toileting skills.

Our Approach

All students who require intimate care are treated respectfully at all times; each student's welfare and dignity is of paramount importance.

Staff members who provide intimate care are specially trained to ensure the highest standards of safety and comfort. For each task, they will wear a fresh pair of disposable gloves to maintain hygiene. After completing the task, both staff and students will wash their hands and use disposable towels to dry them. If any clothing needs to be changed, it will be placed in a labelled bag with the student's name and returned to parents at the end of the day, keeping everyone informed and ensuring your child's well-being is always a top priority.

There is careful communication with each student who needs help with intimate care in line with their age. The student is aware of each procedure that is carried out and the reasons for it. As a basic principle, students 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 themselves as they can.

Each student's right to privacy will be respected. Careful consideration will be given to each student's situation to determine how many adults might need to be present when a student needs help with intimate care. Where possible, one child will be cared for by one adult who is well known to the child and the student's parents unless there is a sound reason for having two adults present. All intimate care involving changing of a student will be documented on the tracker Intimate Care Tracker.

Parents will always be informed after intimate care has been provided to a student (either verbally or via email) and this will take place as soon as possible after the care has been provided (and must happen on the same day).

Protection of Students

Safeguarding and Child Protection Procedures will be accessible to staff and parents and will always be adhered to.

Where appropriate, all students will be taught personal safety skills carefully matched to their level of development and understanding.

If a member of staff has any concerns about physical changes in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to a Safeguarding Lead.

If a student 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 this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the students' needs remain paramount.

If a child makes an allegation against a member of staff, all necessary procedures will be followed as detailed in the School's Safeguarding & Child Protection policies and procedures.

This policy should be read alongside other policies of the school, in particular:

- Safeguarding & Child Protection
- Admissions
- First Aid (Medical)
- Health and Safety

Toileting and Intimate Care Consent Agreement

Name of Student:	
DOB:	
Admission Number:	
Class:	

By signing this agreement, I understand that my child must be fully toilet-trained prior to starting at The Gulf English School and I give permission for Gulf English School staff to provide appropriate intimate care to my child.

Parent Name:		Date:	
Parent Signature:			
Member of GES staff name:		Date:	
Member of GES staff signature:			