



Buick Memorial Primary
School

Toileting & Intimate
Care Policy

Reviewed: June 2025

Ratified: September 2025

Review Date: September 2026



Toileting and Intimate Care Policy and Procedures

1. Aim

To have in place a clear protocol and procedure, which is understood and implemented by all staff. The ultimate aim is to ensure that the toileting needs of the children in our school are met within the school day.

2. Policy Statement

In line with the ruling of the UK Supreme Court for Women Scotland Ltd v The Scottish Ministers, (16/4/25) Buick Memorial Primary School will only operate separate single sex toilets for boys and girls based on their biological sex.

We expect all parents to toilet train their child before commencing Nursery. This independence is part of self-care routines. However, we recognise that occasionally accidents may happen at this Foundation Stage of development.

It is a parental responsibility to communicate any toileting difficulties with the Nursery or School. We request that all of our younger pupils have their own change of clothes to be kept on their coat peg, should an accident occur. This allows the child to change into something familiar and comfortable.

The school has a legal duty of care for the health, safety and wellbeing of all pupils and staff.

In performing this duty, the Governing Body recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that **ALL STAFF** (without exception) comply with the following policy and procedure.

3. Policy Responsibility

The Principal is the member of staff responsible for the implementation, co-ordination, dissemination and review of this policy. All breaches of this policy must be reported to the Principal in the first instance.

4. Where and to whom the policy applies:

The school is deemed to have responsibility for its pupils anywhere on the school site, during normal school hours, during after school activities, and on school organised (and supervised) off-site activities.

The policy applies to:

- All teaching and non-teaching staff employed by the school
- All parents
- All pupils

5. Protocol and procedures for a child who has wet/soiled themselves:

- Buick staff will act in 'loco parentis' and use common sense when tending to a child who has wet/soiled themselves. This support will be in a friendly, respectful and reassuring manner.
- Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is requiring assistance with toileting. Where possible, one child will be assisted by one adult.
- The child will be given the opportunity to change his/her underwear in private and carry out this process themselves, as far as is possible. Physical contact will be kept to a minimum. The Nursery Unit and School have supplies of wipes and each child will have a spare change of clothes to change into.
- Buick staff will wear full PPE (disposable apron, gloves and mask) whilst assisting the child. The wet/soiled items will be bagged and sent home with the child that day.
- A record of this incident will be kept in school and the parent will be informed.

6. SEN Children

- Pupils who have additional educational and/or medical needs will have this noted on their statement or Individual Educational plan (IEP). Individual agreements will be put in place with parents to meet their child's toileting needs.

7. Staff Development

All staff participate in annual Child Protection Training and they are fully aware of their respective roles and responsibilities.

Designated Teacher for CP: Mr Philip Beattie
Deputy Designated Teachers: Mrs Leanne Shirlow
Reviewed: June 2025 by R. Peters

Please tick one box below and sign:

I agree to Buick staff following the guidelines above to assist my child, should they require help with toileting.

I will come to Buick Memorial and change my child, should they require assistance.

Signed: _____

Parent/ Carer of: _____

Date: _____