CAIRO ENGLISH SCHOOL

an Esol Education school

Updated: August 2026
Adopted: September 2026
Next Review: August 2027
Responsible ST: Director

Intimate Care Policy

OUR SAFEGUARDING COMMITMENT

Cairo English School is committed to safeguarding and promoting the welfare of children and young people. The school expects all teaching staff, support staff, parents and visitors to our school to share and uphold this commitment. If a child cannot feel safe, they cannot learn to their full potential.

OUR GUIDING STATEMENTS

Positive Relationships — how we relate to others
Show kindness, empathy & respect for each other.
Make a positive impact on local, regional & international relationships.
Recognise & respect others' beliefs, culture and values.

High Expectations — how we conduct ourselves
Actively work together to be healthy – physically, socially & emotionally.
Communicate effectively, recognising English as their school community language.
Understand how our personal behaviour affects our values, attitudes and beliefs.

Personalised Challenge — how we grow
Reach their full potential through active participation in the learning community.
Use technology responsibly to support learning & to understand global issues.
Take pride in Egyptian culture, in personal identity and the Arabic & English languages.

1. STATEMENT OF INTENT

This policy outlines the procedures for supporting children at CES who require assistance with changing following a toilet accident. It is designed to ensure children's dignity, comfort, and safety, while safeguarding both students and staff.

2. PRINCIPLES

- Children's welfare and wellbeing are at the center of all practices.
- Staff will treat children respectfully and sensitively at all times.
- Intimate care will be provided in a safe, secure, and supportive environment.
- The school will work in partnership with parents to promote children's independence in self-care.

3. FACILITIES

- Shower facilities are available in the Foundation Stage area for use when required.
- The intimate care boxes (gloves, wipes, shower gel, spare clothes, bags for soiled items) are available in the Foundation office, G31.

4. PROCEDURES

4.1 Staffing

4.1.1 Year 1 children will have access to the same intimate care procedures as Foundation children, where intimate care is required.

4.1.2 The process for providing intimate care in Year 1 will follow the same procedures and safeguarding protocols as those outlined for Foundation.

4.1.3 As KS1 classes do not have dedicated class nannies, KS1 toilet nannies will receive Intimate Care training and will take the lead in supporting children with toilet accidents and associated intimate care needs in KS1. All KS1 teachers and teaching assistants will also receive Intimate Care training and may provide support as the additional adult where necessary.

- The classroom nanny, as a familiar adult, will usually take the lead in supporting the child.
- A second adult must always be present for safeguarding purposes. This may be the class teacher, teaching assistant, or a nanny from another class.
- Where possible, the second adult should remain in sight of the changing area, ensuring privacy for the child while maintaining safeguarding.

4.2 Process

- Reassure the child in a calm and sensitive manner.
- Encourage the child to do as much as possible independently.
- Use gloves and appropriate hygiene practices at all times.
- If a shower is required, the same two-adult protocol applies.
- Soiled clothes should be placed in a sealed bag and sent home with the child.

4.3 Dignity and Respect

- Staff will use positive language, maintain the child's privacy, and avoid unnecessary exposure.
- Children will never be left alone while in distress.
- Intimate care will be provided discreetly, with respect for cultural sensitivities.

4.4 Communication with Parents

4.4.1 Upon entry to FS1, it is expected that all children will be toilet trained. If children have specific toileting or intimate care requirements, parents are expected to provide all relevant information and be involved in the creation of a care plan. All parents will sign a consent form giving permission for the School to provide intimate care if it is required.

- Parents will be informed by the PA in the FS Office if their child has required a change of clothes or shower during the school day.
- Regular incidents may be discussed with parents to support the child's development of toileting skills.

4.5 Safeguarding

4.5.1 If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this following the School's safeguarding procedures.

4.5.2 If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident following the school's safeguarding procedures.

4.5.3 If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the School's safeguarding procedures. The DSL must be informed immediately.

4.5.4 If a member of staff has concerns about a colleague's intimate care practice, they must report this to the Director (DSL).

- All staff involved in intimate care must have completed appropriate training.

- Concerns arising during intimate care (e.g., unusual marks, child comments, reluctance to be changed) must be reported immediately following the school's safeguarding procedure.

4.6 Staff Training

4.6.1 All Foundation staff, including teachers, teaching assistants, nannies, support staff, members of the Foundation leadership team and office staff, will complete Intimate Care training annually.

4.6.2 Attendance of training is logged

4.7 Record Keeping

- Each incident of intimate care should be logged, including the staff members present and any relevant notes.
- A handwritten log will be kept in the bathrooms for staff to complete in Arabic. Meanwhile an electronic log will be kept by the Foundation office in English.
- Paper logs will be collected weekly and used to check that electronic records are up to date. They will then be stored in the Foundation office.

5. REVIEW

This policy will be reviewed annually or sooner if required, to ensure best practice and alignment with safeguarding guidelines.

APPENDIX 1: INTIMATE CARE PLAN

Use this template for students who need regular support with toileting, washing and/or changing.

Parents / Carers	
Name of child	
Class Group	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
Child	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	
School	
Senior member of staff signature	
Date	

APPENDIX 2: INTIMATE CARE PARENTAL CONSENT

Use this general consent form for children who are not fully toilet trained.

Permission for School to provide Intimate Care	
Name of child	
Date of birth	
Name of parent/carer	
Class Group	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	☐
I understand the procedures that will be carried out and I will contact the School immediately if I have any concerns	☐
I **do not** give consent for my child to be washed and change in case of a toileting accident. Instead, the School will contact me or my emergency contact, and I/they will organise for my child to be washed and changed. I understand that if the School cannot reach me or my emergency contact, staff will need to wash and change my child, following the School's intimate care policy, to ensure comfort and remove barriers to learning.	☐
Name of parent / carer	
Parent / carer signature	
Relationship to child	
Date	

APPENDIX 3: INTIMATE CARE LOG

Use this log to record each instance of intimate care, including the staff members present, class, child's name and date.

Staff Members Present الستاف الحاضر	Class الفصل	Name of Child اسم الطفل	Date التاريخ