Toileting and Intimate Care Policy

Agreed by: School
Agreed: Autumn 2019
Review: Autumn 2020
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Toileting and Intimate Care Policy

This policy is to be read in conjunction with Safeguarding Policy.

1. Aim of Policy

West Acton Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and follow safeguarding procedures when intimate care is given.

The school does not have the right to refuse entry to the school, or withhold a place for a child because he or she is not toilet trained. However where a child is not toilet trained, the school would expect parents to disclose this to the class teacher or SENDCO prior to entry to Nursery, Reception or beyond, whether the child has Special Educational Needs and Disability or is developing within typical parameters.

2. Definition of Intimate Care:

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are not developmentally able to do independently, for example:

- Dressing
- Changing soiled or wet clothes
- Changing a nappy or pull up
- Toileting
- Washing
- Application of topical medicines (e.g. sun creams, eczema creams)
- First aid and medical assistance
- Support when menstruating

3. Principles of Intimate Care

The provision of personal care may be routine in the Nursery setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a disability or learning need. However, the need for personal care occurs from time to time for other children in the school.

The following are the fundamental principles of intimate care upon which our policy guidelines are based - every child has the right:

- To be safe
- To personal privacy
- To be valued as an individual; to be treated with dignity and respect
- To be involved and consulted in their own intimate care to the best of their abilities
- To express views on their own intimate care and to have such views taken into account
- To have levels of intimate care that are appropriate and consistent.

All staff working with children will hold up-to-date Disclosure and Barring Service checks (DBS). Staff designated to carry out this work will be properly trained in the school’s safeguarding policy and the toileting and intimate care policy. Staff for whom carrying out intimate care may be required will
have it stated on their job description. Students and volunteers are not permitted to be involved in intimate care. The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.

4. Management of Intimate Care
The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

A child will be encouraged to attend to their own needs wherever possible and safe to do so - depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help. Staff will encourage each child to do as much for themselves as they can.

Each child’s right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy. Careful consideration will be given to each child’s situation to determine how many carers might need to be present when a child is toileted or changed. Where possible, one child will be cared for by one adult. When a member of staff is required to provide intimate care they must first notify another member of staff so that they are aware and remain in close proximity. Typically and wherever possible care would be administered by a support staff member in the Welfare Room where the Welfare Officer is present and it is comfortable and private.

We encourage all Nursery and Reception children to be fully toilet trained prior to starting school. Children for whom this is not the case should wear pull ups, staff must be informed and parents must have a proactive plan for independence in place (based on need/development of child).

If a child has a continuing need for intimate care this will be discussed with parents and an individual care support plan will be written and signed. Advice and support from a Health Visitor or school nurse will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/carers will provide pull ups (not nappies unless medically necessary), wipes, nappy sacks. The school will provide gloves for staff and appropriate disposal systems. Appendix 1 must be discussed and signed.

When a child has received intimate care it will be recorded on the record of intimate care form Appendix 2 and parents will be informed.

We would encourage parents/carers and girls to inform the school when they start menstruating and/or are having a period. This is so staff can be sensitive yet aware when the girl requests to go to the toilet. Emergency supplies will be kept in the medical room and sanitary bins are in the KS2 girls toilets.

5. Children with Special Educational Needs and Disability that affects their ability (by delay or permanently) to toilet independently:

Some children will enter our school with a need that prevents them from toilet training, or that has caused a delay in the usual time frame for toilet training.
In such instances where a child may not be able to go to the toilet independently and will need intimate care long term, we would expect the child to have (or be in the process of acquiring) an Educational Health Care Plan.

It is the responsibility of all staff caring for a child to ensure that they are aware of the child’s method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, pointing, etc.

To ensure effective communication:

- Make eye contact at the child’s level;
- Use simple language and repeat if necessary;
- Wait for response;
- Continue to explain to the child what is happening even if there is no response; and
- Treat the child as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a child’s presentation, e.g. marks, bruises, soreness etc. she/he will immediately report concerns to the appropriate person for child protection. A clear record of the concern will be completed on My Concern and referred on if necessary (see child protection policy).

6. Responsibilities

Senior Leaders and Governors

- Ensure that staff receive on-going training in good working practices which comply with health and safety, first aid and safeguarding.
- Keep a record of training undertaken by staff.
- Ensure all new staff who are likely to be involved in intimate care are familiar with the school’s toileting and intimate care policy and safeguarding policy.
- Ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including pupils with Special Educational Needs and Disability, with adequate lighting, fixtures and fittings.

Designated Safeguarding Lead (DSL)

- Ensure staff are following the correct procedures and safeguarding themselves and pupils

Staff Responsibilities

- Be familiar with and adhere to the toileting and intimate care and safeguarding policies.
- Inform SENDCO and Senior Leaders of any children who need regular intimate care – both agreed and those where it becomes a regular occurrence and report on CPOMS to the DSL.
- Recognise that some pupils only feel comfortable going to the toilet when others are not around and will allow them quietly out of class to use the toilet without adverse comment.
- Ensure the Site and Facilities Manager is promptly informed of the need for any maintenance or supplies such as warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, and maintenance of bins including sanitary disposal.
Parent/Carers responsibilities

- Ensure the school is provided with adequate supplies of spare clothes, including footwear and Pull Ups/wipes where agreed necessary
- Be honest and open about their child’s toileting needs.
- Understand that staff will administer intimate care when needed but are not responsible for toilet training – unless stated on an EHCP.
Appendix 1

Permission for school staff to support changing children (intimate care):

Child’s name: _________________
Child’s Class: _________________

Reason for needing intimate care:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Agreed collaborative action towards independence:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Discussed with (staff member): ________________________________________________________________________

I give permission to the school to provide appropriate intimate care/support to my child e.g.:

- Changing soiled nappies/pull ups/pants
- Changing soiled clothing
- Washing
- Toileting when and if needed
- I acknowledge that the school may prefer that any intimate care be provided by any member of the School Staff rather than one individual.
- I will provide the school with supplies needed.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care e.g. an upset stomach.

Name of parents/carer_____________________________________________
Signature_______________________________________________________
Date ___________________________________________________________

Review Date:
Appendix 2

Record of Intimate Care

Please refer to the Toileting and Intimate Care Policy

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**

- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT CRB / DBS CHECKS ARE TO GIVE INTIMATE CARE**

- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

<table>
<thead>
<tr>
<th>Name of child receiving intimate Care</th>
<th>Name of Staff Involved</th>
<th>Date</th>
<th>Time</th>
<th>Reason e.g. wet, muddy, soiled</th>
<th>Detail of procedure carried out</th>
<th>Staff Signature</th>
<th>Second Staff Signature</th>
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Appendix 3

Intimate Care Procedures

Procedure for undressing and dressing pupils – after soiling/getting clothes wet/dirty:
Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child. If the parent/carer cannot come then the member of staff will have to administer intimate care.

Ensure:
- You have told another member of staff that you are involved in an intimate care procedure
- This takes place away from others, but that doors are left ajar
- Ensure you are wearing disposable gloves and a disposable apron
- Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed.
- Wash/clean as required – again encourage the child to do this independently using wet wipes.
- Ensure lower regions are covered before removing garments from upper body (if necessary).
- Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some spare clothes from the school).
- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Encourage the child to wash their hands, with soap or gel. Provide assistance if necessary.
- Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Where appropriate we will speak to the parents as well.
- Remove gloves and apron and wash your hands. Dispose of these in the yellow bin.
- Wash your hands with soap, encourage child to wash their hands too.
- Complete Record of Intimate Care (Appendix 2)
- Inform the parent/carer this has taken place.
Appendix 4

Intimate Care Procedures

Procedure for changing nappies / pull ups:

Where a child is heavily soiled or in distress the parent/carer will be phoned and given the option of coming to school to change their child. If the parent/carer cannot come then the member of staff will have to administer intimate care.

Ensure:

- You have told another member of staff that you are involved in an intimate care procedure
- This takes place away from others, but that doors are left ajar
- Ensure you are wearing disposable gloves and a disposable apron.
- Remove clothes from the child’s lower body, or provide help if they do can do it independently.
- Take off the nappy while the child is standing.
- Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves.
- Ensure the skin is clean and dry.
- Put on a clean nappy (using a changing mat) or pull up (whilst child is standing). Check that it fits snugly around the waist and legs.
- Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some spare clothes from the school).
- Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
- Encourage the child to wash their hands, with soap or gel. Provide assistance if necessary.
- Ensure that the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the appropriate bin.
- Remove gloves and apron and wash your hands. Dispose of these in the yellow bin.
- Wash your hands with soap, encourage child to wash their hands too.
- Complete Record of Intimate Care (Appendix 2)
- Inform the parent/carer this has taken place.
Appendix 5

RECORD OF INTIMATE CARE – PART OF INDIVIDUAL CARE PLAN

Please refer to the Toileting and Intimate Care Policy and the child’s personal care plan

- **YOU MUST NOTIFY ANOTHER MEMBER OF STAFF WHEN YOU ARE GIVING INTIMATE CARE**

- **ONLY MEMBERS OF STAFF WITH FULL & CURRENT DBS CHECKS ARE TO GIVE INTIMATE CARE**

- **NO MOBILE PHONES / CAMERA TO BE PRESENT WHEN INTIMATE CARE IS GIVEN**

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<thead>
<tr>
<th>Name of Child:</th>
<th>Date of Birth:</th>
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<td>Name of Staff Involved</td>
<td>Date</td>
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Appendix 6

Home / School link for children requiring an Individual Intimate Care Plan

**Child's Name:**

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<th>Date / Time</th>
<th>Messages / Requests</th>
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