



Toileting and Intimate Care Policy

Rationale

It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our Toileting and Intimate Care Policy has been developed to safeguard children and staff. It forms part of the school's Pastoral Care Policy. The principles and procedures apply to everyone involved in the intimate care of children.

Children are generally more vulnerable than adults therefore, staff involved with any aspect of pastoral care need to be sensitive to their individual needs. Intimate care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- toileting;
- feeding;
- oral care;
- washing;
- changing clothes;
- first aid and medical assistance; and
- 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. Medical advice will be taken into consideration where appropriate.

Aims

The aims of this policy are

- To ensure that each child feels, safe and comfortable during their play in order to achieve their maximum learning potential.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose contact require intimate care
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account

- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children.

Principles of Intimate Care

On entering nursery/primary school we expect all children to be toilet trained. This means

- Managing their own clothes at toilet time
- Cleaning their own bottoms
- Flushing the toilet
- Washing and drying hands

However, we do accept that there are times when this is not possible.

In the event of an accident

Accidents do happen, if this occurs we expect parents to come to the nursery to change their own child's clothes.

If a parent cannot be contacted and/or the child is in obvious distress the early years' staff will assist the child in line with our intimate care policy.

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

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

School Responsibilities

All members of staff working with children are vetted by Education Authority.

Members of staff must be given the choice as to whether they are prepared to provide intimate care to pupils.

Only those members of staff who are familiar with the intimate care policy and other pastoral care policies of the school are involved in the intimate care of children.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the school and parents, and when appropriate and possible, by the child.

Parents of children starting Nursery/Primary School are asked to give permission for staff to attend to the intimate care of their child (with particular reference to toilet accidents or illness) should need arise.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event and a written record kept.

Staff will endeavour to:

1. Involve the child in the intimate care

Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices.

2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.

Care should not be carried out by a member of staff working alone with a child. Staff should always inform another member of staff that they are assisting a child with intimate care.

3. Staff will work in close partnership with parents/carers and other professionals to share information and provide continuity of care.

Parents will receive a written record of any incidents of intimate care and a further copy will be kept for school records

It is important to note that in addition to the information in the Intimate Care Policy, reference should also be made to the Child Protection and Pastoral Care Policies.