



## INTIMATE CARE & TOILETING POLICY

Tarleton Community Primary School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

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

It is generally expected that most children will be toilet trained and out of nappies before they begin at Tarleton Community. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support any training programme requested by a child's GP and/or the school nurse or parent.

Staff in the Early Years and other relevant year groups will communicate with parents around arrangements for changing children and what this entails. There will also be a permission letter to initiate intimate care (See **APPENDIX A**) This also forms part of discussions between staff members and parents during times of transition, for example moving from Nursery to Reception. Where a child has continuing incontinence problems, parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes', however, where this is not possible the school will provide these. The school also keeps a stock of spare clothes in various sizes. If further support is needed the school will seek further advice by a referral to the School Nurse.

Staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of the staff will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills. Our approach to best practice for ultimate care needs over and above accidents is:

- The management of all children with intimate care needs will be carefully planned.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.
- This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

The use of intimate care will be recorded (see **APPENDIX B**).

### **Child Protection:**

The Governors and staff of Tarleton Community Primary School recognise that disabled children are particularly vulnerable to all forms of abuse.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Senior Leader for Child Protection.

If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process.

Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

**Equality Statement:**

At Tarleton Community Primary School, we seek actively to encourage equity and equality through our work. No gender, race, creed or ethnicity will be discriminated against. The school's Disability Equality Scheme will be followed and the use of stereotypes under any of the above headings will always be challenged.

**Date: Autumn 2018**

**Signed Governors:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**To be reviewed: Autumn 2019**

# Tarleton Community Primary School

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## Permission form for the Provision of Care

Dear Parents/Guardians,

I am writing to gain permission for the administration of intimate care to your child should they need it and give you an overview of what this means at our school. If a child wets or soils themselves while they are in Reception/Year 1 it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our Early Years staff are experienced and trained at carrying out these tasks. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times as we recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues and when intimate care is provided to a child this is logged.

Tarleton Community Primary has an Intimate Care Policy which is available to view on our website or ask for a copy from the office.

Please fill out the permission slip below and return it with your child to school.

Yours sincerely

Mrs. Walmsley  
EYFS/KS1 Leader

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**Parental permission for Intimate Care**

Should it be necessary, I give permission for..... to receive intimate care (e.g. help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

I will advise the school of any medical issues my child may have which affects issues of intimate care

Signed ..... Adult with parental responsibility for.....



