

Toileting and Intimate Care Policy

Written May 2019

1. INTRODUCTION

Woodmansey CE 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 will undertake their duties in a professional manner at all times.

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or cleaning up after a child has soiled him/herself.

Parents/carers must endeavour to ensure that their child is continent before admission to school/nursery (unless the child has additional needs).

Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs and the timing of admission.

It is expected that most children should be able to carry out personal care tasks for themselves. This policy has been written for those children who are unable to do carry out personal care tasks due to physical disability, special educational needs associated with learning difficulties, medical needs or delayed development.

2. AIM

The aim of this policy is to ensure that appropriate provision is made for children requiring toileting and intimate care support with and without Special Educational Needs and Disabilities.

The Equalities Act 2010, which encompasses the Disability & Discrimination Act requires that schools make reasonable adjustments to meet the needs of every child.

Woodmansey CE Primary school recognises that some children have underdeveloped toilet training skills and will endeavour to work with parents and carers to share information and provide continuity of care.

Intimate care is defined as any care that involves washing, touching or carrying out an invasive procedure that most children and young people learn to carry out for themselves but which some are unable to do because of their age, physical difficulties, development or ill health.

We will support all children to develop the highest level of autonomy possible.

This policy aims:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard the dignity, rights and wellbeing of children.
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

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3. SPECIAL EDUCATIONAL / DISABILITY NEEDS

If a child is not toilet trained because of a disability his/her rights to inclusion are supported by the SEN & Disability Act and the Disability Discrimination Act.

4. TOILETING AND THE FOUNDATION STAGE CURRICULUM

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development particularly their Personal, Social and Emotional Development. One of the Early Learning Goals for children to achieve is to dress and undress independently and manage their own hygiene.

Most children learn to use the toilet between the ages of eighteen months and three years old. It is therefore expected that children starting in FS1, being three years old can manage their own toilet hygiene.

5. PARENTAL RESPONSIBILITY

Prior to starting at Woodmansey CE Primary School, prospective parents and carers will be informed of school's expectation that children should be toilet trained before they start school/nursery. We will also include a sharing of this policy with parents during induction meetings/home visits.

If a child is not fully toilet trained before starting school, the parents and carers must inform the school. A meeting will then be arranged prior to a starting date being given. The child's needs will be discussed and the reason for a child not being fully toilet trained will be recorded. Parents of children who have regular toileting accidents will be asked to provide extra clothing, with a spare plastic carrier bag, to keep on their peg.

For children who need regular changing, as covered in the school's intimate care policy, parents are responsible for providing pull ups, disposal bags, wipes etc. The school is responsible for providing gloves, plastic aprons, a bin and bin liners to dispose of any waste.

If required, parents and carers should make every effort to come to school as soon as possible, when contacted regarding their child's accident.

Parents should recognise that they are responsible for toilet training and changing routines for their child. School is not responsible for toilet training a child.

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6. STAFF RESPONSIBILITIES

SEND / Medical conditions.

School understands that some children with SEND or diagnosed medical needs might require help with intimate care. For these children, staff at school will help the child where needed to:

- Remove their soiled clothes
- Clean skin
- Dress in their own clothes or clothing provided by school
- Wrap soiled clothes in plastic bag and give parent to take home.

There is an expectation that medical evidence will be supplied by parents/ carers in order for school to provide assistance with intimate care.

Parents and carers whose children regularly require changing will be asked to fill in and sign an intimate care plan.

Non-SEND children

Staff will support children to attend to their personal hygiene. Our intention is that a child will never be left in soiled clothing and as soon as a member of staff is aware he/she will telephone parents/carer to inform them and ask them if necessary to attend school to change the child.

At all times a member of staff pays attention to levels of distress and comforts the child. If a child is ill, a member of staff will contact the parent to collect. In the event that a child is reluctant or refuses to go to the toilet, the parent/carer will be contacted to discuss any underlying issues.

7. STAFF INTIMATE CARE PROCEDURES

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by an assigned member of staff.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff.
2. Escort the child to a changing area i.e. designated toilet areas. Toilet door area to be blocked from other children.
3. Collect equipment and clothes.
4. Adult to wear gloves and an apron.
5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
6. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.

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7. Adult to support child to change into clean clothing, wash their hands and return to class.
7. Adult should wash their hands thoroughly after the procedure.
9. Area to be cleaned and disinfected by adult before returning to class.
10. If a child is severely soiled, the normal process is to be followed. However, the school will contact the parent/carer immediately to explain that they will need to come to school and that the child may need to be showered at home and then returned to school.

All intimate care incidents must be recorded in the changing book including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made. Parents/Carers are to be informed as soon as possible by using a Record of Intimate Care Intervention Slip. The changing book and Record of Intimate Care Intervention Slips will be stored in the FS1 First Aid cupboard, out of sight of visitors and parents.

8. CHILD PROTECTION

If the toilet management plan has been agreed and signed by parents, and staff involved, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation. If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. The agreed Child Protection procedures will be adhered to at all times.

9. RECORD OF INTIMATE CARE INTERVENTION

Child's Name:

DOB:

Name of member of staff involved:

Date:

Time:

Nature of incident:

Action taken:

Any additional Comments:

Staff Signature:

10. INTIMATE CARE REQUEST FORM (for those with a recognised Special Need)

There may be occasions where your child may have an accident at school e.g. soiling or wetting and our staff may need to provide intimate care to support your child to change out of their clothing.

Please read the following statements to confirm that you agree to the staff of Woodmansey CE Primary school providing intimate care, when appropriate.

- I give permission to Woodmansey CE Primary School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- I agree to provide school with a spare pair of underwear/trousers that can be kept on my child's peg.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care.
- I understand that there may be occasions; such as extreme soiling, that my child will need to be changed by myself and I may need to come to school.
- I agree to provide baby wipes, nappies and changes of clothing for my child, if needed.
- I understand that my child will be treated with dignity and privacy and I will receive an intimate care record slip, if any intimate care has been provided.

Child's name:

Signed:

Relationship to child:

Date: