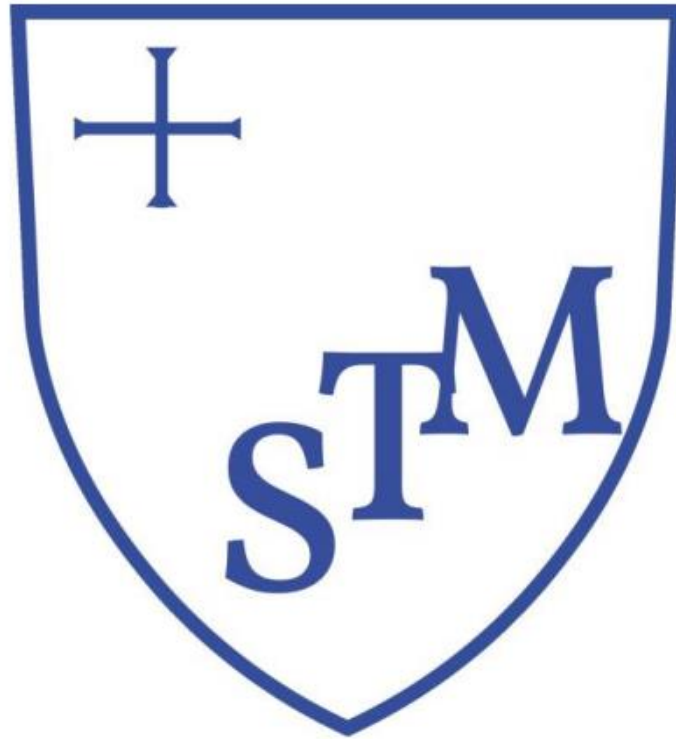


St Martin's C of E Primary School



Intimate Care and Toileting Policy

Reviewed Jan 2024

St Martin's 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 and young people 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.

Aims and Objectives:

This policy aims:

- To provide guidance and reassurance to staff and parent/s
- To safeguard the dignity, right and well - being of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken in to account

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a child who has soiled him / herself) that most children and young people carry out for themselves, but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage in development.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of 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 Equality 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 school or nursery. 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 school to use the toilet during break times. The school

undertakes to attempt to support any training programme requested by a child's GP and / or the school nurse or parent.

Permission to support children with their toileting needs is sought from parents for those children who are still wearing nappies or pull ups on entry to our nursery or reception class. There is a home / school toileting agreement in place. This is shared with the parent and signed by both school and parent/carer. Where children need to be changed regularly it is expected that parents provide their own wipes, pull ups, a change of clothes and so on. EYFS staff have access to a 'changing room' with warm water and there is access to a disabled toilet for KS1 and KS2 pupils. There is appropriate equipment such as aprons, protective gloves and bags which staff members must use.

If a child soils him / herself during school time, a member of staff who have received the bodily fluids training will help the child to:

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

At all times the member of staff should pay 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. 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:

- 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 their needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of the individual children taking in to 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.
- A toilet management plan will be drawn up for any pupil regarding 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 in to 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. The information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Parent responsibility

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Prior permission must be obtained from parents before intimate care procedures are carried out. Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Educational and Health Care Plans, Health plans and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence.

What the school expects of parents:

- Parents / carers will endeavour to ensure that their child is continent before admission to school (unless the child had additional / medical needs).
- Parents will discuss any specific concerns with staff about their child's toileting 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.
- Parents accept that on occasions their child may need to be collected from school.

Staff responsibilities:

Anyone caring for a child, including teachers and other school staff, has a duty to care and act like any reasonably prudent parent. Intimate care routines should always take place in an area which protects the child's privacy and dignity. Appropriate support and training will be provided for staff when necessary.

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

- Alert another member of staff
- Escort the child to a changing area
- Collect equipment and clothes
- Adult to wear gloves
- Children to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult – but the adult may need to support with this.

- 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 bins.
- Children are expected to dress themselves in clean clothing, wash their hands and return to class.
- Adult should wash their hands thoroughly after the procedure.
- Area to be cleaned and disinfected by the adult before returning to class.

Parents / Carers are to be informed as soon as possible if their child has had an intimate care issue, either via a phone call home or a discussion at the end of the school day with a member of staff.

In the interests of Health and Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause.

Special educational needs and child protection issues

The school recognises that some children with SEND and other children's home circumstances may result in children arriving at school, with under developed toilet training skills. If a child is not toilet trained because of a disability his / her rights to inclusion are additionally supported by the SEND code of practice 2014 and the Equality Act 2010.

If a child's toileting needs are substantially different than those expected of a child his/her age, then the child's needs may be managed through a Health Care Plan or EHCP. A toileting programme would be agreed with parents as advised by a Health Professional. Intimate care agreements will be discussed with parents / carers on a regular basis and recorded on the toileting plan. If there is no progress over a long period of time, e.g half a term, the SENDCO, teaching staff, teaching staff and parents would seek further support e.g GP's referral of child specialist assessment.

Some children may have an EHCP. This will outline the child's needs and objectives and educational provision to meet these needs and objectives. The EHCP will identify delayed self-help skills and recommend a program to develop these skills. The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in 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.

Child Protection

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. If the toilet management plan has been agreed and signed by parents, children and staff involved, it is acceptable for only one member of staff to assist unless there is a complication for safe moving and handling of the child. The needs and wishes of children and parents will be taken in to account wherever possible, within the constraints 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 school 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. Local Child Protection procedures will be adhered to at all times.

Appendix 1

TOILET MANAGEMENT PLAN



Child's Name:

DOB:

Staff involved:

Area of need / support required:

Equipment required:

Location of suitable toilet facilities:

Frequency of support:

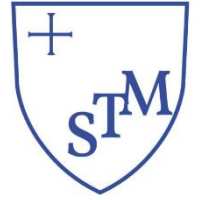
Working towards independence

Child will try to:

Senior Management

Date:

Appendix 2



PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE

Child's Name:

Date of Birth:

Male / Female:

I give permission to the school to provide appropriate intimate care and support to my child for e.g. changing soiled clothing, washing and toileting

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

Parent / Carer – Print Name : _____

Signature: _____

Date: _____