

St. David's CIW VA Primary School

INTIMATE CARE & TOILETING POLICY



Written: July 2015

Review: July 2018

INTIMATE CARE AND TOILETING POLICY

1. Introduction

St. David's CIW VA 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 carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but with 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 of development.

2. Aims and Objectives

This policy aims:

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

3. Toileting and the Foundation Phase Profile

Curriculum guidance for the Foundation Phase is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Well-Being development. Within the Foundation Phase Profile 'Independence in Personal Care' area children are expected at:

- 18-24 months Gold to start to help with personal care routines.
- 24-36 months Outcome 1 with support, to complete everyday self-help personal care routines and are usually keen to help
- 36-48 months Outcome 2 start to perform care routines independently
- 48-60 months Outcome 3 to 'perform most personal care needs within their physical ability though there may be occasional requests for help, e.g. with zips or fastenings'
- 84-96 months Outcome 6 to 'perform personal care needs independently within their physical ability

We will inform all parents of Nursery and Reception children prior to them starting school of the current toileting policy highlighting that we will change children for odd 'accidents' and support initial toilet training upon admission, but not routinely as part of day to day personal care. This will be applicable for

the time a child is in Foundation Phase (unless a **specific physical medical special need**- where funding for additional support staff hours will be sought from the LEA).

4. Intimate Care Key Stage 2

The school will provide a private, safe space (adult toilet) where the child may change on their own. We will supply warm water and cotton wool/ hyper-allergenic wet wipes, (clean clothes to the best of our ability out of the 'spares box') and a carrier bag. Unless a KS2 child has a specific physical medical special need, any child that soils or wets will not be changed by a member of staff.

5. Parental 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. (See Admission brochure Consents) Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include where necessary involvement with Individual Education Plans (I.E.Ps), Health Care 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 endeavor to ensure that their child is continent before admission to school (unless the child has related additional needs).
- Parents/carers 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, (usually only if soiling is to such an extent that ie a shower would be required).**

6. Staff responsibilities

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents. 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. Safeguarding requires that two members of staff be present. Appropriate support and training would be provided when necessary.

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 (a third additional member of staff may need to cordon off / sanitise an area of the classroom if cleaning is required)
3. Collect equipment and clothes
4. Adult to wear gloves
6. Child to undress as appropriate and clean themselves **as much as possible** under the verbal guidance of an adult (only supporting as necessary)
7. 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.
8. Children are expected to dress themselves in clean clothing, wash their hands and return to class
9. Adult should wash their hands thoroughly after the procedure.
10. Area to be cleaned and disinfected by adult before returning to class.

Intimate care incidents must be recorded (in the child's class) 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 either verbally or using a Record of Intimate Care Intervention Slip.

In the interests of Health & 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. School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

8. Special educational needs and child protection issues

The school recognises that some children with SEN 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 SEN & Disability Act 2001 & Part 1V of the disability Discrimination Act 1995.

If a child's toileting needs are substantially different than those expected of a child his age, then the child's needs may be managed through an Individual Health Plan or alternatively they may be considered to be at the Early Years Action Plus/School Action Plus in the SEN Code of Practice. A toileting program would be agreed with parents as advised by a Health Professional. Intimate care arrangements 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 SEN Co-ordinator, teaching staff and parents would seek further support, e.g. G.P.'s referral of child for specialist assessment.

Some children may have a statement of special educational needs before entering school. The statement will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The statement 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 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.

9. Child Protection

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. For longer term conditions, if parental consent to changing & intimate cleaning 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 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. Local Child Protection procedures will be adhered to at all times.

This policy was adopted by the Governing Body on ____September 2015_____

Reviewed by July 2018.

Chair of Governors____Byron Davies____

Headteacher _____Ceri Hoffrock_____

APPENDIX 1

RECORD OF INTIMATE CARE INTERVENTION

Child's Name..... DOB.....

Name of Support Staff Involved.....

Date.....

Time.....

Procedure.....

Staff Signature.....

APPENDIX 2

TOILET MANAGEMENT PLAN

Child's Name..... DOB.....

Name of Support Staff Involved.....

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

Working towards Independence

Child will try to

Personal Assistant will do.....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Personal Assistant.....

Senior Management/SENCo.....

Date.....

