

St Andrew's Church School Toileting and Intimate Care Policy

All children at St Andrew's Church School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care. 'Intimate care may be defined as an activity required, to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' This may occur on a regular basis or during a one-off incident. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

Intimate Care Tasks

This covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, sun cream application, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Parents/carers of children in Nursery to Year 6 will be asked to give permission for school staff to attend to their child if the need occurs. The specific needs of any intimate care provision for children in any year group from Nursery to Year 6 will be individually discussed with parents. If permission is not received, the school will have to phone the parents each time prior to changing the child. The only time this would not be the case would be in an emergency or safeguarding situation.

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities

- All children have the right to express their views on their own intimate care and to have their views taken into account
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Expectations

St Andrew's Church School expects that most children will be toilet trained and out of nappies before they start in Reception class at the school. However, it is inevitable that from time to time some children will have accidents and need to be attended to. Some children may have additional medical needs that require ongoing support. The school SENDCo will oversee their care and liaise with external agencies such as the school nurse, the Physical Impairment or the Continence Nurse. Children with ongoing toilet needs will each have an individual toileting plan. This plan will include advice from medical professionals on toilet training as appropriate.

Partnership with Parents/Carers

St Andrew's Church staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and if necessary, will work together to produce a care plan. The care plan will set out:

- What care is required
- The number of staff needed to carry out the task (if more than one person is required, the reason will be documented).
- Additional equipment required.
- Child's preferred means of communication (e.g. visual, verbal).
- Agreed terminology for parts of the body and bodily functions.
- Child's level of ability i.e. what tasks they are able to do by themselves acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care.
- Be regularly monitored and reviewed in accordance with the child's development.

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare clothes
- Spare underwear

Best Practice

When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve these steps. All staff in nursery will be inducted to support intimate care routines with their key group as part of their daily practice.

All staff working in our school setting must have a DBS check. Only school staff will carry out intimate care procedures, In certain situations where intimate care practitioners are not on site, permission to change a child must be sought from the Senior Leadership Team. In this instance 2 members of staff should be present.

Safeguarding

Staff are trained on the signs and symptom of child abuse and are aware of the school and national guidance and will follow this.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear disposable plastic gloves and wash themselves thoroughly afterwards. Soiled children's clothing will be double bagged to go home – staff will not rinse them. Children will be kept away from the affected area until the incident has been completely dealt with.

Nappy Changing Procedures

- Changing areas are warm and there are safe areas to lay a child down if they need to have their bottoms cleaned.
- Gloves are put on before changing starts and the areas are prepared. The area is sanitised before use.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- They should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- All staff are gentle when changing; they avoid pulling faces and making negative comment about nappy contents.
- Staff do not make inappropriate comment about young children's genitals when changing their nappies.
- Any soiled nappies or pull ups are bagged (double wrapped) and disposed of in the human waste facilities in the Nursery toilets.
- The changing area is sanitised after use.

Record Keeping

Staff will record intimate care routines using the school record sheets. These are stored securely. This allows the school to identify patterns of soiling and to keep parents informed if children are unwell.

Duty of Care

Children should not be left in wet or soiled nappies. Settings have a 'duty of care' towards children's personal needs. Children should be changed frequently or as soon as is practicable. If a child usually requires nappy changes, it is essential that their needs are considered on trips away from school and required equipment is always available; when a child is taken out of school on a school trip, the accompanying members of staff will take spare clothes and nappy changing items in case of need.

If a child is refusing help or to be changed, the school will inform the parents of this as soon as possible or at the end of the day depending on what is appropriate. All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

Approved by:

LGB

Date: September 2022

Next review due by:

September 2024

Author: Jayne Rochford-Smith