



## **Toileting and Intimate Care Policy**

**Date: November 2019**

Executive Headteacher: Sarah Watson

Headteacher Wellesley Park School: Carly Wilkins

Due for review: Autumn Term 2021

## Our Commitment

- To identify pupils with special educational needs as early as possible and ensure that all their needs are met
- To maximise the opportunities for pupils with special educational needs to join in with all the activities of the school
- To ensure that all learners have equal access to a rich, varied curriculum which is differentiated to meet individual needs and abilities
- To encourage learners to develop confidence and recognise value in their own contributions to their learning giving them a high self-esteem
- To encourage regular and effective communication between parents and school
- To encourage learners to express their views and be fully involved in their learning
- To ensure parents are informed of their child's special needs and promote effective partnership to involve outside agencies, when appropriate

## The Somerset Local Offer

The Local Offer provides information on the services available for children and young people with Special Educational Needs and Disabilities (SEN) aged between 0 to 25 and how to access them.

You can view the Somerset Choices 0-25 website using the link below. **If support is needed to access this report the school office should be notified, and support will be provided.**

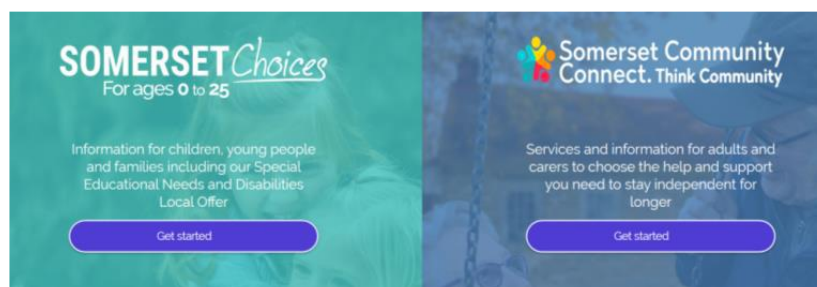
The Local Offer has been produced as a joint effort between Somerset County Council and Somerset Parent Carer Forum and young people's groups in schools and in colleges as well as through commissioned activity through Compass Disability.

The Children and Families Act came into effect in September 2014 and local authorities now publish and keep under review information about services they expect to be available for children and young people with special educational needs aged 0 to 25. This is the Local Offer.

The intention is that the Local Offer will improve choice and transparency for families. It will also be an important resource for professionals in understanding the range of services and provision in the local area. By bringing together all the relevant information on services, and through a feedback facility, it will also inform the joint commissioning, by agencies, for children and young people with special educational needs and disabilities.

The Local Offer provides a basis for the local authority to work with children and young people, parent carers, other agencies, and the voluntary and community sector, to develop the offer and keep it under review. This is co-production.

The Local Offer includes information about the provision available in Somerset for children and young people with special educational needs, and those for whom the local authority is responsible, regardless of whether or not they have Education, Health and Care Plans.



<https://www.somersetchoices.org.uk/>

## **Toileting and Intimate Care Policy**

### **Principles**

The Governing Body will act in accordance with Section 175 of the Education Act 2002, the Government guidance 'Safeguarding Children and Safer Recruitment in Education', the Statutory Framework for the Early Years Foundation Stage and The Childcare (Disqualification) Regulations 2009 to safeguard and promote the welfare of pupils at this school.

All children at Wellesley Park Pre-school have the right to be safe and be treated with dignity, respect and privacy at all times to enable them to access all aspects of the Pre-school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. Meet a pupil's intimate care needs is one aspect of safeguarding.

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010 which requires that any pupil with an impairment that affects his/her ability to carry out day-to-day activities must not be discriminated against.

This intimate care policy should read in conjunction with the schools' policies as below:

- Safeguarding Policy,
- Health and Safety Policies and procedures
- Whistle-Blowing Policy
- Special Educational Needs Policy
- Complaints Policy

Plus:

- Somerset County Council moving and handling people – guidance note
- Administering of Medicines policy.

### **Wellesley Park Preschool will ensure that:**

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home or have to wait for its parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence, parents will be called if the child refuses to let any staff member change or clean them.

**Intimate Care Tasks** – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

1. Children shall be changed with their own clothes in the toilet area or on the changing mat.
2. Wet clothes can be hung up and dried if weather allows and space, or placed in a carrier bag and sent home.
3. Gloves and PPE to be worn if staff are sensitive or touching soiled clothes.
4. Clean and dry clothes to be placed on the child.
5. The changing mat/area will be cleaned with anti-bacterial spray and paper towels.
6. The adult and child washes their hands.
7. The event needs to be added to the nappy changing record sheet or wrote in the child's going home book.
8. Soiled clothes always bagged up and sent home.
9. The child is being cleaned in the toilet area and bathed if needed.

### **Roles and Responsibilities**

The Staff are responsible for the enforcement and compliance of this policy during the day-to-day running of the pre-school. The manager will provide interpretations in the event of the need for clarification or when there is a dispute. Overall responsibility lies with the manager.

### **Partnership with Parents/Carers**

Staff at Wellesley Park Pre-school work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together if needed will produce a medical/care plan. The care plan will set out:

- What care is required?
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented).
- Additional equipment required.
- Child has preferred means of communication (e.g. visual, verbal). Agree 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 (delete as appropriate):-

- 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, with lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

## **Safeguarding**

Staff are trained on the signs and symptom so child abuse which in line with Somerset Safeguarding Children's Partnership guidelines.

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 Officer (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/ Manager will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the DSL/Manager will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

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

## **Dealing with body fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by the staff member, they will wear PPE and then bag the soiled clothing into a bag and place outside in our nappy disposal bin.

When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, staff will not rinse it.

Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.