



Toileting and Intimate Care Policy

Date: January 2023

CEO: Sarah Watson

Headteacher Wellesley Park School: Carly Wilkins

Due for review: Spring Term 2024

Principles

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.

Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting, or water play
- When a child requires support and assistance changing for physical activities

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within the Wellesley Park EYFS department and for occasions when it is necessary within Wellesley Park school e.g. linked to a child's personal care plan or related to a particular SEND.

Aims:

- To include all young children in activities regardless of their ability to manage their own personal care
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration
- That no child is discriminated against

Definition of Intimate Care:

- 'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.'

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a toilet
- Cleaning / wiping / washing intimate parts of the body

- Application of medical treatment, other than to arms, face and legs below the knee

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.'

Personal care tasks specifically identified as relevant include:

- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children.

It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

Toilet Training:

Starting at Wellesley Park, staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and a very rapid developmental change for all children. As with all developmental milestones in the EYFS, there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- Fully toilet trained
- Partially toilet trained
- Not toilet trained, but responding well to a structured toilet training process (staff will work with parents to arrange this ensuring that there is consistency between home and school).
- Has SEND and requires help with some or all aspects of their personal care

Requirements necessary whilst changing children:

The provision of:

- * Hot running water and antibacterial soap
- * Toilet rolls

- * Bowl/bucket
- * Paper towels/cloths
- * Disposable gloves
- * Nappy bags/sacks
- * Cleaning equipment
- * Bin
- * A supply of spare underwear, clothing and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips, timetabled school activities and clubs where this will be necessary.

Safeguarding:

At Wellesley Park we will:

- Ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- Be aware of any recording requirements of toileting of pupils
- Follow procedures and guidelines for intimate care
- Carry out a risk assessment of the toileting process and areas used
- Consider if a child soils themselves then what additional support the child and staff may need
- Encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Involve the child as far as possible in his or her own intimate care
- Record this in individual contact books informing parents
- Ensure staff are familiar with the Wellesley Park Safeguarding Policy including the section on allegations against staff
- Ensure another member of staff is present at all times during the intimate care of a child, in line with personal care plans
- Ensure all staff are up to date with their safeguarding training and ensure that Wellesley Park has a designated intimate care lead who has attended the most recent, relevant training and disseminates this to all staff

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school Safeguard Policy information and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the headteacher.

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

Health and Safety:

This should include:

- Staff to wear disposable gloves whilst changing a child
- Soiled clothing or underwear to be disposed of appropriately
- Toilet areas to be left clean
- Hot water and antibacterial soap available to wash hands as soon as changing is done
- Paper towels are available to dry hands.

Partnership with Parents/Carers

Staff at Wellesley Park main school and 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
- Preferred / or necessary 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 will be asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc.
- Spare Clothing
- Spare underwear