



Penygloddfa CP School

INTIMATE CARE & TOILETING POLICY

Adopted by Governors: May 2017
Review Date: 2019

Introduction

Penygloddfa CP 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 have been developed to safeguard both the 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 any procedure (such as cleaning up after a child who 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.

Aims and Objectives

This policy aims:

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

Toileting and the Foundation Phase

Curriculum guidance for the Foundation Phase is clear that the role of the adult involves supporting the child's whole development, particularly their Personal and Social Development. One of the skills is 'to be independent in their personal hygiene'.

Intimate Care in Foundation Phase and Key Stage 2

Foundation Phase - We will inform all parents/carers of Nursery children prior to them starting school of the current toileting policy, highlighting that we will change children for occasional 'accidents' but not routinely as part of day to day personal care. This will be applicable for the time a child is in the Foundation Phase classes. If/when an accident occurs the parent/carer who collects the child at the end the day will be informed, or the home school book used if the child is not collected from school at 3.30pm.

Key Stage 2 – Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space where the child may change on their own. We will supply warm water and clean clothes (to the best of our ability out of the 'spares box') and a carrier bag. A sealed letter will be sent home with the child to inform the parent/carer if the teacher is unable to speak directly to the person collecting that child.

For children of all ages

Following a soiling incident, if the child is unable to clean themselves independently to a satisfactory condition, the parent/carer may be contacted to attend to the child in school.

Parental responsibility

Partnership with parents/carers is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Parents/carers should be encouraged and empowered to work with staff to ensure

their child's needs are identified, understood and met, we therefore expect all parents/carers to agree to staff providing the intimate care that is required. This partnership will also include parents/carers ensuring school is made aware of any involvement with external agencies e.g. doctors, consultants, school nurse etc.

What the school expects of parents:

- Parents/carers will endeavour to ensure that their child is continent before admission to school (unless the child has 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/carers accept and make arrangements for those occasions that their child may need to be collected from school.
- If a child is identified as regularly requiring intimate care parents should ensure that there are spare clothes available at all times

Staff responsibilities

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents/carers. 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 two assigned members of staff.

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

1. Alert another member of staff to assist
2. Escort the child to a changing area i.e. designated toilet areas
3. Collect equipment and clothes
4. Adult to wear gloves
5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
6. Soiled clothes to be placed inside 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.
7. Children will dress themselves in clean clothing and wash their hands under staff guidance.
8. Adults should wash their hands thoroughly after the procedure.
9. Area to be cleaned and disinfected by adult before returning to class.

Intimate care incidents must be recorded (Appendix 1) including date, time, name of child, adult(s) in attendance, action taken and any concerns/comments.

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

Special educational needs and child protection issues

The school recognises that some children with additional learning needs 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 and the Equalities Act 2010.

If a child's toileting needs are substantially different than those expected of a child their

age, then the child's needs may be managed through an Individual Health Plan. 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. If there is no progress over an appropriate period of time, the SENCO, 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.

Child Protection

For all soiling incidents school will provide two members of staff to assist, it is acceptable for only one member of staff to assist for wetting incidents.

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.

Signed:

Chair of Governors: Viv Briskham Date: 16 May 2017

Child Protection Governor: Janet Van Lill _____ Date: 16 May 2017

Head teacher: Jim Macdonald Date: 16 May 2017

Date for Review: Spring term 2019

