

# WHITEHILLS PRIMARY SCHOOL

"...putting children first..."



## INTIMATE CARE & TOILETING POLICY

Date reviewed: March 2021

Reviewed by: E Ayton (SENDCo)

Ratified by *Governors*: March 2021

## Introduction

The Intimate Care Policy and Toileting Guidelines applies to everyone involved in the intimate care of children. These guidelines should be read in conjunction with other policies a school may hold, for example:

- Child Protection Policy
- Health & Safety Policy
- Staff Recruitment Policy
- Moving and Handling Policy
- Safeguarding Policy

The term parent/s is used to refer to parents, carers and legal guardians.

## Definition of Intimate Care

Toilet Training, and routine support with personal hygiene in Primary settings must be recognised as intimate care. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but 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.

Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment.

In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

## Aims and objectives

The aims of our Intimate Care and Toileting policy and associated guidance are:

1. to provide guidance and reassurance to staff
2. to safeguard the dignity, rights and well-being of children and young people
3. to assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

## Principles

The principles of our Intimate Care and Toileting policy and associated guidance are:

1. every child has the right to feel safe and secure
2. every child has the right to be treated as an individual
3. every child has the right to remain healthy
4. every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
5. every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs

## Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, we recognise that children will join Whitehills Primary school, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go. Although they are encouraged as they progress through the school to use the toilet during break times. Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

## Role of staff

Staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use. If a child soils him/herself during school time, two members of staff will help the child:

- remove their soiled clothes
- clean skin (this usually includes bottom, genitalia, legs, feet)
- dress in the child's own clothes or those provided by the school
- wrap soiled clothes in plastic bags and give to parents to take home.

At all times the members of staff pay attention to the level of distress and comfort of the child. If the child is ill, a member of staff will telephone the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately. Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

The child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

## Guidance for intimate care needs over and above accidents.

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.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

Individual care plans will be drawn up for any pupil requiring regular intimate care. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult with an additional adult providing support as required.

Intimate care arrangements will be discussed with parents/carers and recorded on the care plan.

### Working with parents

Partnership with parents is a vital 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, including knowledge and understanding of any religious or cultural sensitivities.

- prior permission must be obtained from parents before Intimate care procedures are carried out.
- parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Individual Health Care plans and any other plans that identify the need to support of intimate care.
- exchanging information with parents is essential through personal contact, telephone or correspondence.
- information concerning intimate care procedures should not be recorded in home/school books or in any other way as it may contain confidential information that could be accessed by people other than the parent and staff member.
- recording equipment such as mobile phones or cameras must not be taken into areas where intimate care is carried out.

### Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have an enhanced DBS. Students should only do so under the supervision of a trained member of staff.

It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

### Disabilities

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