



## Squirrel Hayes First School

Policy Reviewed on	Dec 2018	Dec 2019	Nov 2020	Nov 2021	Nov 22	Nov 23	Nov 24
Policy Owner Signature	H & S Committee	H & S Committee	H & S Committee	H & S Committee	H & S	Full Govs	Full Govs
Policy adopted by the Governing Body on	13.12.2018	Dec 2019	Nov 2020		Nov 2022	Nov 23	Nov 24
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Version	01	02	03	04	05	06	07

# Intimate Care & Toileting Policy

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

## **Intimate Care & Toileting Policy**

### **Policy Overview**

This policy applies to any member of staff or volunteer at Squirrel Hayes First School who may be involved in the intimate care or personal care of the school's pupils. It is of particular relevance to staff working within the Early Years Foundation Stage where there may be pupils who are not fully toilet trained and/or staff working with vulnerable groups of young people (such as those with special educational needs, medical needs and/or a disability) who may also need to provide intimate care.

For the purpose of this policy the following definitions are used to define what is meant by intimate and personal care. 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 everyday life.

### **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 intimate personal areas of the body'

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies
- Cleaning/wiping/washing intimate parts of the body (such as cleaning up a pupil after they have soiled themselves)
- Application of cream for medical purposes in or near intimate areas

These are tasks which people usually carry out themselves but which some pupils will be unable to do because of their young age, physical disabilities or other special needs.

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### **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 parts of the body
- Prompting to go to the toilet
- Application of sun-cream or medical cream to non-intimate areas.

### **Principles**

The Governing Body of Squirrel Hayes First School will act in accordance with Section 175 of the Education Act 2002 and the Government Guidance ‘Keeping Children Safe in Education September 2018’ to safeguard and promote the welfare of pupils at this school.

As a school we take seriously our responsibility to safeguard and promote the welfare of the children and young people in our care. Meeting a learner’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 and toileting Policy should be read in conjunction with the school’s other safeguarding Policies:

- Safeguarding and Child Protection Policy

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- Staff Code of Conduct and guidance on safer working practice
- 'Whistle-blowing' and allegations management policies
- Health, Safety and Welfare Policy
- Special Educational Needs and Disabilities Policy
- Supporting learners with medical conditions
- Medicines and First Aid Policies

The Governing Body is committed to ensuring that all staff responsible for the intimate care of learners will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Squirrel Hayes First School recognizes that there is a need to treat all learners, whatever their age, gender, disability, religion, ethnicity or sexual orientation with respect and dignity when intimate care is given. The learner's welfare is of paramount importance and his/her experience of intimate care and personal care should be a positive one. It is essential that every child is treated as an individual and that care is given gently and sensitively; no learner should be attended to in a way that causes distress, embarrassment or pain.

The school is committed to working in close partnership with parents/carers and other professionals to share information where relevant and provide continuity of care.

Where learners with complex and/or long term health conditions have a health care plan in place, the plan should, where relevant, take into account the principles and best practice guidance in this intimate care policy.

Members of staff are given the choice as to whether they are prepared to provide intimate care to learners.

This intimate care and toileting policy has been developed to safeguard both children and staff. It applies to everyone involved in the intimate care of children.

### **Our Procedures**

#### **Children with Care Plans**

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For learners with complex and /or long term medical needs which result in regular assistance with intimate care, an 'Individual Care Plan' will be put into place. This will be agreed in consultation with staff, parents and pupils where appropriate and any other professionals actively involved, such as a school nurse or physiotherapists.

The plan should be reviewed as necessary, but at least annually and at any time of change of circumstances e.g. for an educational visit.

Staff who provide intimate care are trained to do so (including Child Protection) and are fully aware of best practice guidance. There will be careful communication with each pupil who needs help with intimate care in line with the preferred means of communication to discuss their needs or preferences.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan where applicable. The needs and wishes of the children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Careful consideration will be given to each pupil's situation to determine how many carers might need to be present and having in mind the child's right to personal privacy. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present.

#### Children without a Care Plan

Children of all ages can at times have accidents (for example wetting or soiling themselves) Where a Care Plan is not in place and the child has needed assistance with intimate care, parents/carers will be informed the same day that their child has needed help with meeting their intimate care needs. This information will be communicated by school staff confidentially in person, by telephone or by a sealed letter.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care.

Staff who provide intimate care should speak to the child personally by name, explain what they are doing and communicate with all children in a way that reflects their age and stage of development.

Every child's right to privacy and modesty will be respected. All children will be supported to achieve the highest level of autonomy that is possible, given their age

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and abilities. Staff will encourage each individual to do as much for his/herself as possible.

If it is deemed beneficial for the child to be attended to by their parent/carer in order to avoid undue distress, (this may be voiced by the child themselves) then the school will contact the parent/carer immediately and will make the child as comfortable as possible whilst awaiting the arrival of the carer.

All staff are aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

Health & safety guidelines would be adhered to regarding waste products, particularly regarding disposal of products or clinical waste.

No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care.

### **Record Keeping**

Accurate records should be kept when a child requires assistance with intimate care. Each child will have their own record sheet which will be kept on file and made available to parents/carers on request. Records will include the following information:

- Date and time when intimate care was carried out
- Location and member of staff involved
- Reason for need for intimate care
- Any comments on a change in the child's behaviour
- What resources were used and if they were provided by home or school
- Time when intimate care was communicated to parent/carer along with their signature.

### **Equipment Provision**

It is expected that parents will provide nappies, disposal bags and wipes for nappy changing. Children within the Early Years are expected to keep a spare change of clothes in school in case of accidents.

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The school will provide disposable aprons, gloves, bin and liners for any waste and will use appropriate cleaning materials to ensure changing areas are clean at all times.

### **Health & Safety**

Staff should always wear a disposable apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy/clothing. Any soiled waste should be placed in a waste disposal bag, which should then be sealed. This bag should be placed in a bin (complete with liner) which is specifically designed for the disposal of such wastes. The bin should be emptied on a regular basis.

The changing area/toilet is to be left clean and hot water and soap should be available to wash hands as soon as intimate care has been completed. Paper towels are to be available to dry hands along with anti-bacterial hand gel.

Members of staff should be aware of the dignity and privacy of the child concerned as paramount importance. There are changing facilities available within the main school building and within the Early Years block.

### **Toilet Training**

For young learners, the Early Years is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the EYFS, there is a wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- Be fully toilet trained
- Have been fully toilet trained but regressed for a little while due to the excitement or change of starting a new setting
- May be fully toilet trained at home but have accidents in the setting or vice versa
- May be nearly there but need some reminders and encouragement
- Not toilet trained but has a serious disability or learning difficulty
- May have developmental delays but with additional support will master these skills.

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- Have SEND and might require help with some or all aspects of personal or intimate care.

### **Medical Procedures**

Pupils or are disabled or have a medical need may require assistance with invasive or non-invasive medical procedures such as the administration of cream to intimate areas, managing catheters or colostomy bags. These procedures will be discussed with parents/carers and will be documented in their Health Care Plan or IEP. They will only be carried out by staff who have been trained to do so.

It is particularly important that these staff should follow appropriate infection control guidelines and ensure that any medical items are disposed of correctly e.g. via a medical waste bin, sharps box etc.

### **Monitoring of the Policy**

This policy will be reviewed annually by the Governing Body and will form part of the safeguarding raft of policies and procedure sin place to ensure the safety of the schools learning community.

### **DOCUMENT CHANGE LOG**

<b>Version No.</b>	<b>Date of review</b>	<b>Reviewer</b>	<b>Changes Made</b>
01	Jan 2010	Ruth Lear	New policy formulated
02	March 2012	Ruth Lear	No changes
03	March 2013	Ruth Lear	Good Practise School nurse recommendations. 'Helping Schools Manage Continence Problems
04	Sept 13	Fay Taylor	Where resources are kept

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05	Sept 14	Fay Taylor	Soiling book changed to accident book and staff to write in when they have changed a nappy as well as soiling incidents.
06	Sept15	Fay Taylor	Changed terminology to toileting needs rather than toileting difficulties. Changed wherever possible 2 member of staff will be present not that they will as we do not have staff to facilitate this. Water bottles are in classes now not the cloakroom
7	sept 16	Miss Mahan	Added about learners being praised for not having any accidents. Added about bags being in the toilets to put wet clothes in.
8	Sept 17	Mrs Taylor	Praise learners as they become more confident with their individual toileting needs. Staff to ensure learners privacy when changing following an accident or when changing nappies. Staff to be aware of other service users in the building and only change learners from Squirrel Hayes when the toilet is free from other users not from Squirrel Hayes.

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9 <u>01 of new Intimate Care Policy</u>	Dec 2018	Erica Pickford	New Policy formulated to replace previous Toileting Policy. Now includes full reference to intimate care for learners of all ages across the school.
10 Toileting Policy <u>02 of new Intimate Care Policy</u>	Dec 2019	Erica Pickford	Reviewed
<u>03 of new Intimate Care Policy</u>	Nov 2020	Erica Pickford	Included addition of additional information regarding COVID-19 & use of and disposal of PPE
<u>04 Intimate Care Policy</u>	Nov 2021	Erica Pickford	Reviewed
<u>05</u>	Nov 2022	Erica Pickford	Reviewed covid measures and infection control.
<u>06</u>	Nov 2023	Erica Pickford	Reviewed and removed specific Covid 19 updates.
<u>07</u>	Nov 2024	Erica Pickford	Reviewed

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