



St Leonard's C of E (A) Primary School

Intimate Care and Toileting Policy

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Reviewed by:

EYFS teacher: **Gemma Bryan**

Governor: **Jo Scott**

Introduction

St. Leonard's C of E (A) Primary School is committed to safeguarding and promoting the welfare of children. We are committed to ensuring that all staff that are responsible for the intimate care of children will undertake their duties in a professional manner at all times. The Intimate Care Policy has been developed to safeguard children and staff, and applies to everyone involved in the intimate care of children.

Staff who agree to assist children do so on a voluntary basis (unless it is specifically written into an employee's job description), and in agreement with the Headteacher and parents of the child concerned. It is acknowledged that these adults are in a position of great trust. We also recognise that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. Staff will work in close partnership with parent/carers to share information and provide continuity of care.

Definition

Intimate care can be defined as any care which involves washing, touching or carrying out, to intimate, personal areas, that most people usually carry out themselves but some children are unable to do so, due to their young age, physical disability or other special needs. An example of this is care associated with continence and everyday care such as washing, toileting or dressing.

Aims and Objectives

This policy aims to;

- Safeguard the rights, well-being and dignity of the children.
- Provide guidance and reassurance to staff and parents.
- Assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

Toileting and the Foundation Stage

The role of adults in the Foundation Stage, is to support a child's whole development, supporting transitions between settings. Depending on a child's age and stage of development, they may need some support in their more intimate care, e.g. dressing, wiping their bottom after using the toilet or changing their underwear after an accident. We encourage all children joining Reception to be toilet trained when they start. Children who will be joining in Nursery will be at the early stages of their toilet training and we understand that some children may not be full trained when they start. For the children to achieve their Early Learning Goal by the end of Foundation Stage, they need to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently."

Intimate care in Key Stage 1 and 2

When a child has moved up from the Foundation Stage, it is expected that the children are fully toilet trained, unless there is a stated physical disability or another special need. If a child has an 'accident', they will not be changed by a member of staff. However, they will be taken to a private, safe place where they will be able to change on their own. Verbal

support will be given to younger children, who may be upset. We will supply them with the resources they need to clean themselves. We suggest that spare clothes be put in the bottom of each child's PE bag, so that they have their own clothes to change into, should they need them.

If a child has a specified need for intimate care to continue, an individual plan will be made for that child, with the parents and school working together to provide the best care. Every child will be provided with the privacy, dignity and professional approach they deserve.

Parental Responsibility

Partnerships with parents and guardians is an important principle within our school and is particularly necessary in relation to a child needing intimate care. As the child progresses through the Foundation Stage, it is important that parents and guardians support their children to develop their personal care at home as we continue to develop this at school. Having an open line of communication between staff and parents / guardians will provide the best support for the child.

If a child moves on through school and continues to need intimate care, it is important that the lines of communication remain open and parents/guardians provide us with all the information required to help the children get the care they need. Individual plans will be made to ensure that each child's individual needs are met to the correct standard.

Staff Responsibilities

All staff at school has a duty of care and should provide the best for all children. Intimate care routines should always take place in an area which protects the child's privacy and dignity. Appropriate support and training should be provided where necessary.

The following steps will be taken to ensure the safeguarding of both staff and children;

- Alert another member of staff
- Escort the child to a changing area, i.e. designated toilet area.
- Collect equipment and clothing.
- Adult to wear gloves.
- Child to undress, as appropriate, and clean themselves as much as possible under the verbal guidance of an adult.
- Soiled clothes are to be placed inside carrier 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.
- Children are expected to dress themselves in clean clothing, wash their hands and return to class. Nursery children may need some support with this.
- Adult should wash their hands thoroughly after the procedure.

Intimate care incidents must be recorded, including the date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made, especially with younger children. Parents/carers are to be informed as soon as possible.

In the interests of Health and Safety, it is unreasonable for staff to be expected to change a child who regularly soils, unless the child has a medical condition as an underlying cause. School does not have the staffing levels to accommodate support teachers regularly the class to attend to an individual's needs.

Child Protection

The school's safeguarding policy will be adhered to by staff in the best way to ensure safety for all. From a safeguarding perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a child's body. It may be unrealistic to expect to eliminate these risks completely but in this school best practice will be promoted and all adults will be encouraged to be vigilant at all times.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness, etc. they will immediately report concerns to the Head teacher who is the DSL. A clear written record of the concern will be completed and the matter will be investigated at an appropriate level in accordance to the safeguarding policy.

If a child makes an allegation against an adult working at the school, this will be investigated by the Head teacher (or by the Chair of Governors if the concern is about the Head teacher) in accordance with the agreed procedures.

Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head teacher or to the Chair of Governors if the concern is about the Head teacher.