

# Whitecote Primary School



## Intimate Care and Toileting Policy

Reviewed February 2023

Review: February 2025



## **Intimate Care and Toileting Policy**

2022/2023

### **1. Introduction**

Whitecote Primary 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 and Toileting Policy regarding children has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child 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.

### **2. Aims and Objectives**

This policy aims:

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

### **3. Toileting and the Foundation Stage Profile**

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional Development (PSED) including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is the 'Managing Self' strand as outlined below.

#### **Managing Self:**

Be confident to try new activities and show independence, resilience and perseverance in the face of challenge;

Explain the reasons for rules, know right from wrong and try to behave accordingly

Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

#### **4. Intimate Care in Early Years, Key Stage 1 and Key Stage 2**

EYFS & Key Stage 1 - We will inform all parents of Early Years children prior to them starting school of the current toileting policy highlighting that ANY member of staff may change children for odd 'accidents' but not routinely as part of day to day personal care, unless a written plan is in place (usually a Healthcare Plan or Intimate Care Plan). This will be applicable for the whole time a child is in KS1.

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 (toilet) where the child may change on their own. We will supply warm water, wet wipes and clean clothes (to the best of our ability out of the limited spares school has) and a carrier bag. A member of staff will provide verbal support.

There is a shower in the Care Suite which can be accessed by any child needing to clean themselves. The child would be accompanied by an adult to use the Care Suite.

#### **5. Parent, carer and guardian responsibility**

Partnership with parents, carers and guardians is an important 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, carers and guardians. They 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 Health Care Plans, Pupil Passports and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents, carers and guardians is essential through personal contact, telephone or written correspondence. Should a child in KS1 soil or wet themselves accidentally, parents will be notified at pick up and the soiled/wet clothes will be sent home for cleaning. Permission does not need to be sought as staff act in a 'loco parentis' capacity.

#### **What the school expects of parents, carers and guardians:**

- Parents, carers and guardians will endeavour to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents, carers and guardians will endeavour to ensure that their child is able to clean themselves after using the toilet.
- Parents, carers and guardians will discuss any specific concerns with staff about their child's toileting needs.
- Parents, carers and guardians must inform the school if a child is not fully toilet trained (including being able to clean themselves) before starting school, after which a meeting will then be arranged to discuss the child's needs.
- Parents, carers and guardians accept that on occasions their child may need to be collected from school.

## **6. Staff responsibilities**

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents. 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 an assigned member of staff. Appropriate support and training should be provided when necessary.

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

1. Alert another member of staff who can support from a distance. There will never be more than one adult in a designated toilet area at one time.
2. Escort the child to a changing area i.e. designated toilet area/care suite
3. Collect equipment and clothes
4. Adult to wear gloves and any other additional PPE.
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 carrier bags and to be given to parents at the end of the day. Plastic gloves should be disposed of in the designated bin.
7. Children are expected to dress themselves in clean clothing, wash their hands and return to class
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 in a book (in the child's class) including 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. Parents/Carers are to be informed at the end of the school day at pick up.

In the interests of Health & 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 staffing levels to accommodate adults regularly leaving the class to attend to an individual's hygiene.

## **7. Special Educational Needs and Disabilities and Child Protection issues**

Whitecote Primary School recognises that some children with SEND and other children's home circumstances 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 2014 & Part 1V of the Disability Discrimination Act 2005.

If a child's toileting needs are substantially different than those expected of a child his/her age, then the child's needs may be managed through an Intimate Care Plan or Individual Healthcare 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 on the toileting plan. If there is no progress over a long period of time, eg half a term, the SENCo or Assistant SENCo,

teaching staff and parents, carers and guardians would seek further support, eg GP referral of the child for specialist assessment.

Some children may have an Educational Health Care Plan (EHCP) before entering school. The plan will outline the child's needs and objectives and the educational provision to meet these needs and objectives. The plan 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.

## **8. Child Protection**

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. As stated above, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.

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, recording via a cause for concern form to a designated member of staff. 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 and guardians will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to at all times.

## **9. Review**

This policy will be reviewed every three years or sooner if considered necessary.

### **LINKS TO OTHER POLICIES**

- Care and Control
- Health and Safety
- PSHE
- Safeguarding and Child Protection
- SEN Policy

## **APPENDICES**

Appendix 1 – Example of an Intimate Personal Care Plan

Policy to be reviewed: February 2024

## Intimate Care Plan

<b>Name</b>	
<b>Date</b>	
<b>Date of Birth</b>	
<b>Assessor</b>	
<b>Relevant Background Information</b>	.
<b>Setting</b>	Hygiene Suite Toilet
<b>Consent given</b>	
<b>Identified need – specific individual requirement e.g. cream applied</b>	
<b>Communication</b>	Use of symbols, signs, object of reference, verbal prompts.
<b>Self care skills</b>	Dependent. Supported Independent.
<b>Mobility</b>	Independent, unsteady, wheelchair user,
<b>Fine motor skills</b>	Can do –
<b>Moving and handling Assessment Step by step guide to what happens</b>	Tracking/mobile hoist, sling, walking frame, support,
<b>Facilities</b>	Environment to provide Dignity, safety, hand washing, curtain.
<b>Equipment</b>	Gloves, wipes, aprons, continence products, towels, liquid soap, Changing equipment.
<b>The disposal of soiled articles of clothing as agreed with parents/carers</b>	Solid waste into the toilet, clothes sent home in tied plastic bag, indicate on bag contents.
<b>Frequency of procedure required</b>	Whenever necessary.
<b>Review date</b>	Whenever needs change

**ADVICE ONLY.**

If your child needs cleaning, plain water will be used, unless specified by parent /carer.

**I/we have read, understood and agree to the plan for Intimate Care**

Signed .....

Name .....

Relation to child .....