



New Pastures Primary School

Intimate Care and Toileting Policy



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| 1 | Summary | Intimate Care and Toileting Policy | | | |
| 2 | Responsible person | J. Haycock | | | |
| 3 | Accountable SLT member | T. Purdy | | | |
| 4 | Applies to | <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff | | | |
| 5 | Who has overseen development of this policy | J. Haycock | | | |
| 6 | Who has been consulted and recommended policy for approval | Governing body | | | |
| 7 | Approved by and date | May 2024 | | | |
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| 9 | Available on | Every | <input type="checkbox"/> Y <input type="checkbox"/> N | Trust website Academy website SharePoint | <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N |
| 10 | Related documents (if applicable) | | | | |
| 11 | Disseminated to | <input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff | | | |
| 12 | Date of implementation (when shared) | May 2024 | | | |
| 13 | Consulted with recognised trade unions | <input type="checkbox"/> Y <input type="checkbox"/> N | | | |



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Definition

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 and/or medical needs.

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 a personal health care plan will be put in place with advice from health care professionals and be specific for that child. Only a person suitably trained and assessed as competent should undertake the procedure.

Aims

The aims of this document are;

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

At New Pastures Primary School, we aim to meet the needs of all our pupils and promote their welfare. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given and the child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress, embarrassment or pain.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the pupils that we work with, we support them with their personal care: reminding them to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for pupil's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

From time to time some pupils will have accidents and need to be attended to. Parents are asked to supply a bag of clean clothes for their child to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However, a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible.



If a child has needed help with meeting intimate care i.e. had an accident, we treat this as confidential information and share this with the parents in person at the end of the day.

The Protection of Children

Safeguarding Procedures and Multi-Agency Child Protection procedures will be adhered to.

All children will be taught personal safety skills carefully matched to their level of ability, development and understanding. For example, they are taught to say 'no' if someone does something they do not like.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the Designated Safeguarding Leads or. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Multi - Agency Child Protection Procedures for details)

All staff will be required to confirm that they have read the document 'Keeping Children Safe in Education' and understand the need to refer to other policies the school may hold for clarification of practices and procedures.

Implementation

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is trained, DBS checked and has received training for very specific intimate care procedures where relevant.

They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.



Intimate care / personal care plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / health care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

Practice

The designated practitioner who provides the care (in most cases the class LSA) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene. The early years toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.

Most procedures are carried out by just the designated person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care. If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs. During the initial home visit, parents/carers are asked to sign an intimate care consent form which identifies how they want their child to be supported

Working with parents

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

Working with outside agencies

We work closely with outside agencies and utilize their knowledge and expertise where necessary. The SENCO, coordinates this approach.

Disposal of nappies, aprons and gloves safely

We have in place good hygiene practices when disposing waste to stop infection. We follow stringent nappy changing procedures to ensure the safe disposal of waste:



Changing a nappy

- A clean disposable apron and gloves is worn every time a child is changed, after having washed their hands thoroughly.
- Whilst changing, pupil's skin is cleaned with a disposable wipe/creams if needed.
- Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a special bin
- We dispose of our waste in accordance with the Department of Health and DMBC

This policy has been written in accordance with the Disability Discrimination Act.