

Woodfield Primary & Nursery

School

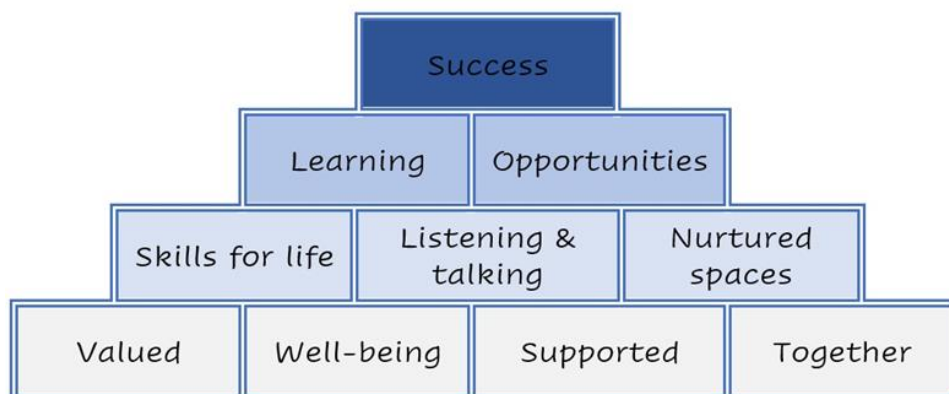
Intimate Care Policy

March 2023

The Woodfield Way

At Woodfield Primary and Nursery School we have created the Woodfield way to visually represent the key areas that are important for supporting our children. We believe it is our responsibility that children's essential needs are met and nurtured to ensure that they are ready to aim high and achieve.

"Learning today, for success tomorrow"



Context

We follow a relational approach at Woodfield and in doing so we ensure that all children have the right to be **supported**, to be treated with courtesy, dignity and respect, and to be able to access all aspects of the curriculum. In relation to supporting toileting it is vital that children feel comfortable and **supported** by known adults. We will work **together** with parents and other professionals, if relevant, to ensure that children best supported to access the setting.

Purpose

As a Primary and Nursery school, with Early Years Provision from 2 years old, we recognise the role we play in supporting children in developmental toilet training as part of our daily practice.

In addition, children and young people with disabilities and medical needs may attend our mainstream educational setting. Some children may require assistance with intimate care tasks related to toileting. Some children may also experience difficulties with toileting, which could be long-term or as a one-off.

Anyone with a named condition that affects aspects of personal development must not be discriminated against (see Equality Act 2010). We recognise that a range of physical and environmental factors (not necessarily linked with learning difficulties) that can cause a delay in becoming continent. Thus, resulting in children within our nursery and school setting requiring additional support. It follows that it is unacceptable to refuse admission to children and young people who are delayed in achieving continence.

As a school we are committed to meet the needs of children with delayed personal development in the same way as we would meet any individual physical or learning need.

Definition of Intimate Care

'Intimate Care' can be defined as cleaning, changing or carrying out procedure of an intimate nature, associated with bodily functions, bodily products and personal hygiene which most people

usually carry out themselves, but that some children are unable to do because of their young age, physical difficulties or other special needs.

This may include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing nappies or continence pads (faeces or urine)
- Cleaning of intimate parts of the body
- Changing soiled/wet clothes
- Checking of nappies

Very occasionally it could also include medical procedures, but if this was the case an appointed and trained staff member would be available with full support and guidance from the appropriate health professionals.

In the case of a child with special needs of a physical nature, a personal care plan will be written and discussed with the parent/carer. This may involve a child with an EHCP and relevant staff familiar with the child will have training as needed. Religious and cultural values will always be taken into account when making arrangements for managing intimate/personal care needs for children and stereotypes should be challenged.

Objectives

- To ensure that all practices safeguard children within our care
- To ensure the rights and promote the welfare of children.
- To provide guidance and safeguarding procedures for staff who may be required to provide personal care for children
- To reassure parents and carers that staff are knowledgeable about personal care, follow appropriate practices and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children.

Safeguarding

Children and young people with disabilities have been shown to be particularly vulnerable to abuse and discrimination. It is essential that all staff are familiar with the school's Safeguarding Policy and procedures, with agreed procedures within this policy and with the child's own Care Plan.

If a staff member notices marks or injuries, they will contact Designated Safeguarding Lead (DSL) in line with safeguarding procedures in school.

Female Genital Mutilation (FGM)

The statutory guidance 'Keeping Children Safe in Education', which is updated each year, outlines staff's legal duties to report known cases of **Female Genital Mutilation (FGM)** to the police and to report to DSL for any concern in relation to FGM.

Please refer to Safeguarding policy.

Role of Parents/carers

Parents will be asked to provide pull ups or nappies, nappy bags, wipes and spare clothes. Any creams should be labelled with the child's name, and prescribed creams would require a consent letter, which are available in office, before they can be applied. Creams would not be shared between children. In Nursery, children have a labelled basket to store spare items, these are kept in the nappy

changing area. School age children to have a bag with their equipment in, these will be kept discretely in the classroom or in the pastoral office.

For incidences where a child may require a significant clean and change parents will be requested to take their child home to be cleaned as soon as possible and returned to school if appropriate. If a parent/carer is unable to attend within a reasonable time frame, then the child will need to be cleaned following the procedures in this policy. Within the nursery, a continued dialogue takes place with parents to start potty training in both the setting and home.

If a child with complex continence needs starts at the school, we will work with appropriate health care professionals to forward plan to meet the individual's needs.

Parents of children who are of school age and require changing regularly will be asked to sign an Intimate Care Plan that defines the responsibilities and the expectations each has for the other (see appendix). This agreement could be signed to indicate consent and copies retained by school and home. Assistance with personal care should form part of a planned programme worked out in partnership with parents which will promote the development of independent toileting skills. Other professionals who can help with advice and support are the School Nurse, Family Health Visitor and school Pastoral Team.

If a toilet training programme is implemented and no improvement is seen the health visitor or school nurse should be contacted with parental consent to ensure appropriate assessment of any possible contributing medical issues.

Procedures

- There will be sufficient space, heating and ventilation to ensure safety and comfort for staff and child.
- Facilities with hot and cold running water. Anti-bacterial handwash and sanitiser to be available.
- Items of protective clothing, such as disposable gloves and aprons should be provided. No re-using of disposable gloves.
- Appropriate lidded bins should be available for the disposal of wet and soiled nappies/pads. Soiled items should be placed in a nappy sack and then placed in the designated, bagged/lined bin.
- Regular collection of these specialist bins scheduled.
- Seek advice on general continence issues through the School Nurse or Health Visitor. For specific conditions, the School Nurse, Health Visitor and/or parents/carers should be able to provide links with relevant specialists.
- Supplies of suitable cleaning materials should be available. COHS approved products and disposable/washable cloths should be used to clean surfaces.
- All surfaces that the children are in contact with must be wiped after each child's use and disposable gloves removed and replaced with clean ones between children
- Supplies of clean clothes (the child's own where possible) should be easily to hand to avoid leaving the child unattended while they are located.
- On an individual basis toileting spaces can be considered and may need to be adapted accordingly. This may be with support from an Occupational Therapist or other professional.
- On occasions a child with no known personal care needs may require changing. If this occurs two available members of staff will take the child to the toilet. All staff will

remain mindful of the child's privacy. The second member of staff will supervise where more intimate care is required. They will remain in the doorway to the toilet room during this time in order to safeguard the child and adult involved.

- Within the nursery setting the designated area is open and viewable through internal windows from other areas of the nursery. Staff will encourage, in line with the child's development, them to do as much as possible themselves, providing wipes for cleaning and give clean clothes as needed.
- Wet or soiled clothes will be bagged, parents will be discretely informed when they collect their child.
- A child will never be punished or made to feel guilty for this occurring.
- Changing will only be carried out by two staff employed by the school, not students/volunteers. The rest of the class should not be left unsupervised. Other children should not be asked to assist with toileting.
- If soiling has affected the furnishings of the room, then the other children will quietly be removed to another area so that cleaning can take place.
- A child who has known continence problems will have an Intimate Care Plan with a record sheet to record the care given. (See appendices.) This will be reviewed regularly with SENCo, Classteacher and parent/carer.
- Nursery parents agree to intimate care through induction agreements in paperwork sessions.
- In an emergency school will provide nappies, clothing and underwear in appropriate sizes, wipes, nappy bags, bags for sending clothes home.
- If child is distressed by changing/cleaning, the class teacher should be alerted and parents informed. The class teacher or SENCo will discuss future arrangements for changing with parents.

Policy agreed: March 2023

Policy reviewed: January 2024

To be reviewed: March 2025



Woodfield
PRIMARY &
NURSERY SCHOOL

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Intimate Care Home/School Agreement

The Parent/Carer:

- Agree to ensure that the child is changed shortly prior to the start of the session/start of school day.
- Will provide school with pull ups, or nappies, nappy bags, wipes, spare clothes. Creams should be labelled with the child's name, and consent for application left with the school office.
- Agree to inform the school should the child have any marks/rash.
- Agree to a 'minimum change' policy, i.e. the school will not undertake to change the child more frequently than if s/he was at home. The child will be changed if they are soiled or it is apparent that they are wet. Children may be routinely checked but not changed if it is not required.
- Agree to review arrangements with a suitable staff member should this be necessary.
- Agree to be active in promoting a positive and structured approach to toilet training, with support from the school.

Additional support and advice about toilet training is available from the School Nurse, Family Health Visitor and school Pastoral Team.

The school

- Agrees to change the child during a single session if they are soiled or it is apparent that they are wet.
- Will make an agreement with parents regarding changing if they are at school for longer than a single session.
- Agree to report should the child be distressed, or if marks/rashes are seen, in line with school safeguarding procedures.
- Agree to review arrangements with parents should this be necessary
- Agree to be active in promoting a positive and structured approach to toilet training

Signed (Parent/carer): _____

date: _____

Signed (School): _____

date: _____

