

Dial Park Primary School

Toileting and intimate care policy

1. Introduction

Dial Park Primary & Nursery 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 Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or cleaning up after a child has soiled him/herself. It includes changing nappies for those who are not yet toilet trained and assisting with toilet training. Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs. It is expected that most children should be able to carry out personal care tasks for themselves but this is not obligatory.

2. Aims and Objectives

This policy aims:

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

3. Parental Responsibility Partnership with parents 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. Exchanging information with parents is essential through personal contact, telephone or written correspondence.

4. What the school expects of parents:

- Parents/carers will discuss any specific concerns with staff about their child's toileting needs prior to them starting at our school, parents carers will also continue these discussions when a child is being toilet trained or have any additional toileting or intimate care needs which need addressing.
- Parents/carers will provide baby wipes, nappies and changes of clothing for any child needing this. All children will have a bag with spare clothing in case of any toileting accidents.

5. Staff responsibilities:

- 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 a DBS checked member of staff known to the child.
- The following steps will be taken to ensure health and safety of both staff and children: 1. Alert another member of staff 2. Escort the child to a changing area i.e. designated toilet/changing area. 3. Collect equipment and clothes 4. Adult to wear gloves and an apron 6. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult. 7. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day or discarded appropriately if necessary. Plastic aprons and gloves should be disposed of in the designated bin. 8. Adult to support child to change into clean clothing, wash their hands and return to class 9. Adult should wash their hands thoroughly after the procedure. 10. Area to be cleaned and disinfected by adult before returning to class. 11. If a child is severely soiled, the normal process is to be followed. If a child is not yet toilet trained and wearing a nappy the same procedure will be followed. Nappies will be disposed in the appropriate designated bins.
- Staff will work with parents when assisting a child in becoming toilet trained. Children will be supported as necessary to use the toilet, wash hands, change soiled clothes in line with all intimate care routines described above.
- Should a child who is not yet toilet trained need the application of a barrier cream this can only be applied if agreed with parents/carers and the appropriate form completed.
- Staff will record every time they change a nappy in the home school books so that parents are notified of the time and the type of nappy that was changed. School will also keep a record of this information in the form of checklists.

6. Special Educational Needs

The school recognises that some children with SEN may arrive 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 2001 & Part 1V of the disability Discrimination Act 1995. If a child's toileting needs are substantially different than those expected of a child his age, an individual toileting programme will be agreed with parents. If there is no progress over a long period of time, the SEN Co-ordinator will seek further support, e.g. a referral to the G.P so that an assessment can be made as to whether the child needs a specialist intervention. 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.

7. Child Protection

A child will be changed by one member of staff within the knowledge and presence of other staff members. The needs and wishes of children and parents will be taken into account 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.

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 will be contacted at the earliest opportunity. The agreed Child Protection procedures will be adhered to at all times.

Monitoring and Review

This policy is monitored by the Governing Body and it will be reviewed every year or earlier if necessary.

This policy was agreed and adopted by our Governing Body for Dial Park Primary and Nursery School