



# INTIMATE CARE/TOILETING POLICY

The Downs Primary School and Nursery

Part of the Passmores Co-operative Learning Community

December 2020

## **Introduction**

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for toileting.
- To inform parents/carers in how intimate care is administered.
- To ensure parents/carers are consulted in the intimate care of their children.

## **Principles**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning toileting will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

**Definition:** For the purpose of this policy, intimate care is defined as any care which may involve the following:

- Washing
- Touching
- Carrying out an invasive procedure
- Changing a child who has soiled themselves
- Feeding
- Assisting in toilet issues
- Providing comfort to an upset or distressed pupil

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals. Examples of intimate care include support with dressing and undressing (underwear), changing incontinence pads, nappies or medical bags such as colostomy bags, menstrual hygiene, helping someone use the toilet, or washing intimate parts of the body.

Pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents who have children in the Early Years may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance.

If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

If children are in nappies, then parent/carer must provide nappies, wipes and nappy bags. All children should be provided with a bag containing a full change of clothes.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

**Good practice in providing personal and intimate care will include the following:**

- Inform a colleague when a child needs to be taken to the toilet.
- Make a record of each occasion, including time and duration.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning. Privacy is given appropriate to the child's age and the situation
- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- Where a child has a care plan, parents will be expected to provide the school with a reserve of clothing.
- In an emergency the school will provide appropriate temporary clothing which parents will be expected to wash, iron and return.

**Nappy changing**

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children can learn with the full support and non-judgmental concern of adults.

### **Procedures**

- Each child has their own bag provided by parents with their nappies or pull ups, nappy bags and changing wipes.
- Staff put on latex free gloves before changing starts.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- We are gentle when changing; we avoid pulling faces and making negative comments about ‘nappy contents’.
- We do not make inappropriate comments about children’s genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet.
- We encourage children to wash their hands using soap. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- We have a ‘duty of care’ towards children’s personal needs. We will not leave children in soiled nappies and will change them as soon as it is noticed.

### **Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves and aprons.

### **Older Children**

Where an older child, in years 1 and above, soils themselves, staff will encourage, where possible, the child to change him/her-self. If a child has an ongoing toileting issues the parents will be contacted to change their child and if continuous a care plan will be drawn up.

### **Swimming**

Pupils in Key Stage 2 regularly participate in swimming lessons: during these lessons, pupils are entitled to privacy when changing; however, some pupils will need to be supervised during changing.

- Parental consent will be obtained before assisting any pupils in changing clothing before and after swimming lessons.
- Special consideration will be taken to ensure that cases of bullying or teasing do not occur.
- Details of any additional arrangements will be recorded in the pupil’s individual intimate care plan.

## Appendix 1 – Letter requesting parental permission.

### Permission form for the Provision of Care

If a child needs their nappy changing or they wet or soil themselves while they are in Nursery or Reception class it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

The Downs Primary and Nursery school have an Intimate Care/Toileting Policy which is available to view on our website.

Please complete the permission slip below and return it to our EYFS staff.

#### Parental responsibilities

- Parents/carers will change their child, or assist them in going to the toilet, at the latest possible time before coming to school.
- Parents/carers will provide spare nappies, incontinence pads, medical bags, wet wipes, and a change of clothing in case of accidents.
- A copy of this policy will be read and signed by parents/carers to ensure that they understand the policies and procedures surrounding intimate care.
- Parents/carers will inform the school should their child have any marks/rashes.

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Name of Child.....

#### Please tick as appropriate

I have read and understood the Intimate Care Policy.

I give consent for my child to be changed and cleaned by EYFS staff if they wet/soil themselves while in the care of The Downs Primary School and Nursery.

I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....Date.....