



The Priory School of Our Lady Of Walsingham



Intimate Care & Toileting Policy

Reviewed by: Executive Committee

On:

Next review due: September 2024

Signature of Principal

Intimate Care & Toileting Policy

Our Intimate Care & Toileting Policy is based on current Department of Education guidance which includes 'Keeping Children Safe in Education' (2023) and 'Working Together to Safeguard Children' (2015)

This policy should be read in conjunction with and compliments the school's 'Safeguarding & Child Protection Policy' and 'Administering Medicines in School Policy.'

This policy also applies to the EYFS.

Introduction

It is our intention to develop independence in each child; however, there will be occasions when help is required. Our intimate care & toileting policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved with the intimate care of children.

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1. What is Intimate Care?

Working with young children may require staff to undertake duties that include intimate care. The term 'intimate care' refers to any task that involves a child's bodily functions and personal hygiene, including toileting, washing and dressing. Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be an awareness of safeguarding and child protection issues. Staff should work in partnership with parents and guardians to provide continuity of care for children wherever possible.

The school will create a Healthcare plan for children who require regular changing (Appendix 4) This will be written in agreement with parents and staff must be signed by both parties. For children who are attending 'taster days' and are known to have continence issues a short parental consent form (Appendix 2) is appropriate.

2. Who will undertake Intimate Care?

There is positive value in both male and female staff being involved with children. Ideally, every child should have the choice for intimate care, but the current ratio of female staff means that assistance will more often be given by a female member of staff.

- Intimate care should only be carried out by named staff who are familiar with the child.
- In most circumstances, the child's teacher or teaching assistant will be responsible for changing them. A consistent approach to care is essential. Effective communication between all parties, (including parents) ensures that practice is consistent.
- The experience should be as pleasant for the child as possible, ensuring that they are spoken to at all times. Wherever possible, staff should create opportunities for the child to be independent, giving regular reassurance and praise.
- If a child appears distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately. It is important to try to ascertain why the child is distressed and provide reassurance. A phone call will be made to the parent/guardian. They may be asked to take the child home if the child is unsettled or unwell.
- If a child refuses staff assistance a parent/guardian will be called.

3. Where will the Intimate Care take place?

- In our school, intimate care will usually take place in the disabled toilet situated next to the medical room, which is private enough to respect the child's dignity.
- The toilet facilities are spacious enough for the child and adult to move around comfortably. No adult will be left alone behind a fully closed door when carrying out intimate care procedures. The door should be left ajar throughout the whole procedure. The adult should be visible at all times (ideally) to a third party. Where possible, another adult should stay close by while the procedure is carried out.
- In Early Years settings, all intimate care procedures are recorded on a log sheet and signed by the person carrying out the procedure. For children in KS1 and KS2 a member of staff will notify the parents in line with the child's healthcare plan.

4. What safeguarding procedures will be followed?

Staff members will follow the school's Safeguarding and Child Protection Policy. If a member of staff notices any marks, injuries, bruising or undue soreness, they should report it immediately to one of the school's three designated safeguarding leads (DSL's)

- Miss K Pragnell
- Mr S Lynch [Junior School]
- Mrs J Hull [EYFS]

The DSL's will take the necessary action in keeping with the guidelines set out in both policies.

5. What is the procedure for changing a child?

1. Ensure all changing equipment and resources are to hand in the designated toilet/facility (Appendix 1).
2. A named/familiar member of staff will take the child to this changing area.
3. The designated member of staff must wear a disposable apron to protect their clothing from contamination.
4. Disposable (non-latex) gloves should be worn.
5. The member of staff should encourage the child to be as independent as possible talking through each step and offering praise and reassurance. If adult help is needed with undressing, the adult is to remove only the clothes required to reach soiled underwear, unless further soiling has occurred and the child needs to be changed fully. The child should remain standing for the whole procedure.
6. The child can place the soiled underwear into a plastic bag which should be sealed. A double-bag is recommended to minimise contamination. Staff should not attempt to wash or rinse soiled clothes. The bag containing the soiled clothes must be given to parents/guardians when the child is collected at the end of the day.
7. The child should be offered disposable wipes to clean his/her skin. These should be disposed of in a plastic bag and placed into a covered bin.
8. If the child's care plan requires cream or lotions to be applied, practitioners should follow the procedure outlined in the care plan for the child. Products should not be shared or applied without parental consent.
9. The child should be encouraged to dress in clean clothes.
10. Encourage the child to wash their hands thoroughly.
11. At the end of the routine staff should remove their gloves and apron and dispose them into a covered bin. Hands should be washed thoroughly with antibacterial hand wash.
12. The staff member must record the details on the 'Record of Intimate Care Intervention' form (Appendix 3) located in the disabled toilet. The child's parent/guardian will be informed when they collect the child.
13. For children who travel to school on the bus, an additional record will be entered into the child's 'Home, School' book which will be put into the child's school bag. An 'appropriate' designated/named person will be seated next to the child on the bus for the purpose of communication and support.
14. For incidents involving any child not normally subject to this policy, a member of the office staff will contact the parents directly. Arrangements will be made for a change of clothes to be brought into school.

Authorised by the Principal, Mr David EJJ Lloyd

September 2023

Appendix 1

List of Additional Equipment required.

- Disposable bags or nappy sacks.
- Disposable aprons.
- Disposable (non-latex) gloves.
- Antibacterial hand wash.
- Covered bin designated for this purpose.



Appendix 2:

Intimate Care & Toileting Consent Form

Agreement for the care of children in need of regular changing and help with intimate care

Parents / guardians are asked to read this document carefully, then sign and date it to signify acceptance of this plan, and to return the signed document to the school office.

A copy will be kept by both the school and the parents / guardians.

Name of child: _____ Age: _____ Year: _____

Nature of care needed

The school undertakes:

- To monitor the child regularly and discreetly
- To ensure that appropriate action as outlined in the Intimate Care Policy is carried out by designated staff
- To inform parents / guardians on the day in question should there be an incident requiring the school's intervention
- To report each incident on the school's pro-forma log sheet, a copy of which will be available to the parents / guardians

The parents / guardians undertake:

- To keep the school fully informed of their child's condition and needs
- To ensure that adequate and suitable spare supplies of fresh clothing, disposable gloves and sealable plastic bags (for the storage of soiled clothing) are provided on a daily basis, to be kept by the school in case of need
- That, if the child requires treatment beyond washing (i.e. application of specific creams or lotions, for example), these are provided by the parents / guardians together with explicit written authority granted to the school to apply if necessary

✕ _____

I / we agree to this plan

Name of parent / guardian _____

Signed..... Date.....

This form should be used as a transitory measure when very young children or children with continence issues enrol for 'taster days.'

This form will be attached to a clipboard and kept in the disabled access toilet where most of the changing will take place. A copy should also be kept in the child's classroom.



Appendix 3

Record of Intimate Care Intervention

Child's Name: _____

Date	Time	Procedure	Comments	Initials



Appendix 4

Health Care Plan for children with Bowel & Bladder Conditions

Child's Details

Child's Name	
Date of Birth	
Year Group	

Family Contact Information

Parent Name	
Relationship to Child	
Telephone Contact Number	
Email	
Address	

Health Contacts

Consultant	
GP	
School Nurse	

Education Contacts

Class Teacher	
SENCO	
Other Support Staff	

Description of Child

Give brief details of child's interests, behaviour and relevant conditions, e.g. Speech & Language, Mobility. Please include reports from SENCO, & EHCP where appropriate.

Description of continence condition

Medication

Name of medication. If any medication needs to be taken in school refer to the school's medication policy and documentation.

Management & Routine

Details of drinking and toileting routines.

Hygiene & Help Required for Personal Care

Use and disposal of continence products

Use and disposal of continence products

Arrangements for soiled clothes and underwear

Goals & Reward Systems for the Child

Possible difficulties that could arise and actions to be taken

Goals for Continence Management

Additional Arrangements for School trips/visits

Date of Plan: _____ Review Date: _____ Agreed by: _____