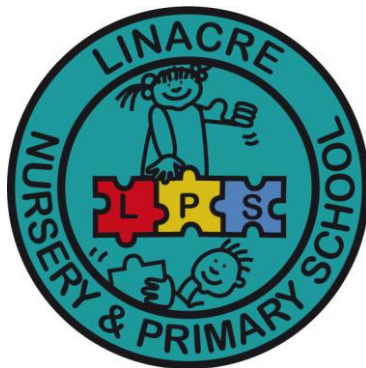


Linacre Primary School



Intimate Care & Toileting Policy 2018 - 2019

Linacre Primary 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 and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

What is 'Intimate care?'

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes.

These include changes required as a result of water play, messy play, sickness and weather. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

Practicalities

Pupils will be instructed to go to the bathroom to change themselves if deemed appropriate. If additional care is needed, parents will be contacted, with the exception of pupils who have a care plan.

Role of staff

Staff will encourage pupils to be as independent as possible but will give instructions to the pupil in question of how to change themselves. All staff will deal with each situation sensitively. Any accidents will be communicated with parents at the end of the school day.

Guidance for children with additional intimate care needs

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.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences. Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Individual care plans will be drawn up as necessary for pupils requiring regular intimate care. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult, unless there is a sound reason for having more adults present. In such a case, the reasons will be documented. Intimate care arrangements will be discussed

with parents/carers on a regular basis and recorded on the care plan the needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures are DBS checked and will have an additional adult outside of the room in question.

Only designated staff will change pupils. If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Disabilities

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

Achieving Continence

At Linacre Primary School we understand that in some cases achieving continence can assume significance beyond all others. Parents/carers are sometimes made to feel guilty that this aspect of learning has not been achieved.

At Linacre Primary School we aim to encourage continence through:

- Getting to know how the child will communicate their needs
- Having a knowledge of and respect for any cultural or religious sensitivities related to aspects of intimate care
- Speak to the child so that they are aware of the focus of the activity
- Address the child in age appropriate ways
- Give explanations as to what is happening in a straightforward and reassuring way
- Agree terminology for parts of the body and bodily functions with parents to ensure continuity
- Respect a child's preference for a particular sequence of care
- Give strong clues that enable the child to anticipate and prepare for the events e.g. show them a clean nappy to indicate the intention to change
- Encourage the child to undertake as much of the procedure for themselves including dressing/undressing
- Use lots of praise and encouragement when they achieve continence
- Seek the child's permission before undressing if he/she is unable to do it themselves
- Provide facilities that afford privacy and modesty
- Keep records noting responses to intimate care and changes of behaviour
- Parents/carers will be asked to supply:
 - Spare nappies
 - Spare clothes
 - Spare underwear
 - Spare socks

- A small supply of clothing will be stored on the premises should a parent not include any of the above

Nappy Changing

Policy statement

No child is excluded from our school or child care 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 provide nappy changing facilities and 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 have the opportunity to learn with the full support and non-judgemental concern of adults.

Procedures

- Key persons have a list of personalised changing times for the children in their care who are in nappies or 'pull-ups'.
- Children from two years should normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and their parents agree if they are not yet toilet trained.
- Key persons undertake changing children in their key groups; back up key persons change them if the key person is absent.
- Changing areas are warm with safe areas to lay children.
- Each child has their own basket to hand with their nappies or pull ups and changing wipes.
- Gloves and aprons are put on by staff before changing starts and the areas are prepared. Paper towel is put down on the changing mat freshly for each child.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands, and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid or soap should not be used for young children; young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Nappies and pull ups are disposed of hygienically. Any soil (faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are rinsed and bagged for the parent to take home.

- We have a 'duty of care' towards children's personal needs. Children must not be left in wet/soiled nappies

- Agreed at the Meeting of the Governing Body held on

▪ Signed

Review Date: November 2019