



**TOILETING AND
INTIMATE CARE POLICY**

October 2018

All children at Long Sutton C of E Primary School including Toy Box Pre-School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of Long Sutton C of E Primary School including Toy Box Pre-School.

This policy sets out clear principles and guidelines on supporting intimate care. 'Intimate care may be defined as an activity required, to meet the personal care needs of each individual child in partnership with the parent, carer and the child.' This may occur on a regular basis or during a one-off incident. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

Intimate Care Tasks - cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Parents of children in Reception and Year 1 will be asked to give permission for school staff to attend to their child if the need occurs. If this permission is not received the school will have phone the parents each time prior to changing the child.

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities; All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Partnership with Parents/Carers - Long Sutton C of E Primary School including Toy Box Pre-School Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and if necessary will work together to produce a care plan. The care plan will set out :

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required

- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

Best Practice - When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a DBS check, only school staff should carry out intimate care, not volunteers. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

All staff will ensure that a member of staff remains in the cloak room in the Early Years settings if a child is using the toilet during periods when parents are around the setting.

Safeguarding - Staff are trained on the signs and symptom of child abuse, which is in-line with the Somerset Safeguarding Children's Board guidelines and are aware of the school and national guidance and will follow this..

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/ Manager/Playleader will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL/Manger/Playleader will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids - Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home - staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

Nappy Changing Procedures

- Changing areas are warm and there are safe areas to lay a child down if they need to have their bottoms cleaned.
- Gloves and aprons are put on 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.
- Young 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.
- They should be 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.
- All staff are gentle when changing; they avoid pulling faces and making negative comment about 'Nappy contents'.
- Staff do not make inappropriate comment about young children's genitals when changing their nappies.
- Any soiled nappies or pull ups are bagged (double wrapped) for the parent to take home.

NB if young children are left in wet or soiled nappies/'pull-ups' in the setting this may constitute neglect and will be disciplinary matter. Settings have a 'duty of care' towards children's personal needs. **If a child is refusing help or to be changed the school will inform the parents of this as soon as possible or at the end of the day depending on what is appropriate.**

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Appendix A:

Intimate Care Permission Form

| | |
|------------------------------|---------------------------|
| Full Name: | |
| Date of Birth: / / | Parent/Carer name: |

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When intimate care is given, the member of staff explains the task that is carried out, and the reason for it. Staff will encourage children to do as much for themselves as they can. We fully respect the child's right to privacy and dignity.

I/We give permission for school to provide intimate care to **my/our** child when necessary.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example).

Parents need to provide a change of clothes for their child whilst they are in Reception and Y1.

Parents have the right to withdraw this permission at any time. If permission is not given Parents will be called each time their child need intimate care.

Signature :

Date : / /

Name:

Relationship to child: