



# Intimate Care Policy

*Information for Parents: This procedure is available on request.*

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Ursuline Preparatory 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**

Intimate care covers any tasks that involve the dressing and undressing, cleaning including intimate parts, helping someone use the toilet or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

## **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.

## **Toileting and the Foundation Stage Profile**

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to 'Manage their own basic hygiene and personal needs, including dressing, going to the toilet'.

## **Partnership with parents/carers**

The child's class teacher works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. We ask parents/carers to provide a change of underwear and clothes if a child regularly needs to change during the school day. (Pre-Reception all have a change of underwear and clothes when they start school.)

What the school expects of parents:

- Parents/carers will endeavour to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers must inform the school if a child is not fully toilet trained before starting school via the 'All About Me' form, after which a meeting will then be arranged to discuss the child's needs.
- Parents accept that on occasion their child may need to be collected from school.

## **The policy should make it clear that children:**

- have the right to assistance that respects their privacy and dignity.
- have the right to feel safe and comfortable with the adults providing their care.
- should be encouraged to engage in the care procedure, know what's happening and give permission at each stage.
- have their feelings about the care they receive recognised and respected.
- should be encouraged and supported to work towards becoming independent where possible.

## **Toileting 'accidents' procedures**

- When providing intimate care, the member of staff should talk the child through what they are going to do and - where possible - seek consent, encourage independence and offer choice. 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.
- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.

- In the event that a child is not deemed 'clean' parents will be contacted by telephone to ask them to collect their child to take them home to bathe. They may return once they are fully clean. (Staff must check with the Head of Pre-Prep before contacting parents.)

### **Record Keeping**

Intimate care incidents must be recorded, this will also monitor progress made. Parents/carers are to be informed as soon as possible verbally and the 'Record of Intimate Care Record' is to be completed (See Appendix 1). An individual sheet is to be completed if it is not possible to have a direct conversation with a parent (See Appendix 3).

In the interest of Health and Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause. School does not have staffing levels to accommodate support teachers regularly leaving class to attend to an individual's hygiene.

### **Special educational needs and child protection issues**

The school recognises that some children with SEN and other children's home circumstances may result in children arriving 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 IV of the Disability Discrimination Act 1995.

If a child's toileting needs are substantially different than those expected of a child their age, then the child's needs may be managed through an Individual Health Plan or alternatively they may be considered to require SEN support. A toileting program would be agreed with parents as advised by a Health Professional. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the toileting plan. If there is no progress over a long period of time, e.g. half a term, the school in consultation with the parents would seek further support, e.g. G.P's referral of child for specialist assessment.

### **Safeguarding**

- A child will only ever be changed or cleaned by an employed member of staff.
- All staff employed in the school have a full current DBS.
- Staff who provide intimate care have all received Safeguarding training.
- 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 staff

member but another staff member will always be informed and be in the same room.

- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

### **Staff responsibilities**

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents. Intimate care routines should always take place in an area which protects the children's privacy and dignity.

The following steps will be taken to ensure health and safety of both staff and children dealing with a child who has wet/soiled themselves:

1. Alert another member of staff so there are two staff members present.
2. Escort the child to a changing area i.e. designated toilet areas.
3. Collect equipment and clothes.
4. Adult to wear gloves.
5. Where possible the child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
6. Underwear to be disposed of whilst soiled clothes to be placed inside black bags (double wrapped) to be given to parents at the end of the day. Plastic gloves and aprons should be disposed of.
7. Where possible children are expected to dress themselves in clean clothing, wash their hands and return to class.
8. Adults should wash their hands thoroughly after the procedure.
9. Area to be cleaned and disinfected by adult before returning to class.

## APPENDIX 1

### PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

I understand that;

☐ I give permission to the school to provide appropriate intimate care support to

my child e.g. changing soiled clothing, cleaning and toileting.

☐ I will advise the school of any medical condition my child may have which affects

issues of intimate care.

**Parent/Carer's name**.....

**Signature**.....

**Date**.....

**Child's name**.....

**Child's class**.....

## APPENDIX 2

## Record of Intimate Care Intervention

[illegible]

**APPENDIX 3**

**RECORD OF INTIMATE CARE INTERVENTION**

**Child's Name**.....

**Name of Support Staff Involved**.....

**Date**.....

**Time**.....

**Procedure**.....

**Staff**.....

**Signature**.....

## APPENDIX 4

### TOILET MANAGEMENT PLAN

Child's Name.....

DOB.....

Name of Staff Involved.....

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

### ***Working towards Independence***

Child will try to .....

Member of staff will do.....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Member of staff .....

Headteacher .....

Date.....