



**BRIGSTOCK LATHAM'S  
SCHOOL**

## **INTIMATE CARE AND TOILETING POLICY**

*Forward thinking and creative; valuing faith, tradition, community and achievement.*

### Introduction

Brigstock Latham's CE 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.

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 demand 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.

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

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.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain. Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support any training programme requested by a child's GP and/or the school doctor or parent.

Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and wipes. The school also keeps a stock of spare clothes in various sizes.

### Procedure

EYFS staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of the EYFS staff will help the child:

- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

### **Our approach to best practice for ultimate care needs over and above accidents:**

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 for any pupil 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.

Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet accident) then parents/carers will be informed the same day.

This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

### Nappy Changing

#### **The Disability Discrimination Act (DDA 2001 amended 2005)**

In line with the above named Act, Brigstock Latham's Primary school will ensure:

- No child who is not yet toilet trained, regardless of age, will be refused admission.
- No child will be sent home or have to wait for their parents to come and change their nappy.
- Adjustments will be made for any child who is not yet ready for toilet training.

At Brigstock Latham's Primary school, we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnerships with parents to support children towards independent toilet training.

As a school, we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

The policy will be used when supporting children requiring nappy changing, It has been written to ensure that best practice is always carried out and that procedures followed, comply with legal requirements of the Early Years Foundation Stage Statutory Framework.

### Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parents/carers that staff are knowledgeable about personal care and that their child's individual needs are taken into account.
- To protect children from discrimination and ensure inclusion of all.

### Basic Principles

At Brigstock Primary school, staff will follow key principles when changing a child's nappy:

- Children will have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have the right to privacy/dignity.
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled).

### Vulnerability to abuse

As a Primary school, we ensure that all staff are familiar with our safeguarding policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that our children are changed in a reassuring and caring way by staff. It is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helped give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing area or suitable environment. While allowing for privacy, these areas are not locked. This is part of making sure that there is a culture of openness which safeguards children and ensures all adults are following safe working practices.

### Working with parents/carers

- We will work with parents/carers when developing a child's nappy changing routine.
- Where parents/carers are present, they will be asked to change their child's nappy.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at Brigstock Latham's school whether or not they have any particular needs or any special words or actions, used during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be reported to parents/carers at the end of a session (i.e. badly soiled nappy, strong urine etc.)
- If a child is unduly distressed about having their nappy changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

### Protection for staff

Nappy changing procedures will be carried out by a member of staff who has been DBS checked and agrees to change the child's nappy (APPENDIX 2). Protection for that person will be undertaken in the following ways;

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other members of staff that they are taking a child to change.
- Each instance of intimate care will be recorded by the adults completing it. Details will include:
  - What personal tasks were carried out
  - By whom
  - The time and date it was completed

- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the head teachers and recorded.
- Where staff are concerned about a child's actions or comments, whilst carrying out personal care procedure, this will be recorded and discussed with the designated safeguarding lead (DSL) as soon as possible.
- To ensure the safe moving and handling of children, children will be supported to position themselves in the changing area if required.

#### Changing procedures followed by staff

1. Prepare the changing mat by cleaning it with anti-bacterial spray.
2. Ensure the following items are ready before changing a child's nappy; clean nappy, wipes, nappy bag.
3. Approach the child and say or sign that it is time for a nappy change.
4. Put on a pair of clean disposable gloves.
5. Support the child to position themselves on the changing mat.
6. Remove the child's clothing to access the nappy. Encourage the child to help as much as possible.
7. The staff member will then remove the child's nappy and clean the area, always from front to back using wipes which will be provided by the parents/carers.
8. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and, if required, a clean set of clothes.
9. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
10. All nappies whether wet or soiled, should be placed into nappy bags provided by the parents/carers and sent home.
11. The staff member must then place the used gloves into the bin and wash their hands with soap and water.
12. Clean the nappy changing mat, surrounding area and underneath the mat with anti-bacterial spray before leaving to dry.

#### Toilet trained/training

- If a child is old enough/developed enough to meet their own toileting needs, the staff member can support the child according to age and ability, to use a potty or toilet, ensuring they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will ensure that a potty, designated toilet or training seat is available for children being toilet trained. It will be cleaned after use.
- When supporting a child that needs to be changed, the staff member will follow the points in the Changing Procedures section of this policy.

#### Parental Responsibilities

At Brigstock Latham's Primary school, we work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents/carers understand and agree to the procedures that will be followed when their child is changed at Brigstock school.
- Parents/carers must sign a consent form granting permission for their child to be changed. (APPENDIX 1)
- Parents/carers must provide nappies, nappy sacks, wipes, plenty of spare clothes and any other toilet training equipment needed. It is the responsibility of the parent/carer at the end of each session, when your child's bag comes home, to ensure that dirty nappies are disposed of and their child has plenty of nappy changing provisions in preparation for their next session.
- Parents/carers understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.

**Reviewed September 2020**  
**Adopted by the Governors:**

**Signed:** \_\_\_\_\_ **(Chair of governors)**

**Signed:** \_\_\_\_\_ **(Headteacher)**

**Date:** \_\_\_\_\_

**Review Date: September 2021**

**Parent/carer Intimate Care Agreement**

In order to best meet the needs of your children when they are with us, we would like to set up an individual agreement between parents/carers and the school with regard to intimate care.

Intimate care is any care which involves touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school, intimate care will involve procedures to do with personal hygiene.

Staff at Brigstock Latham's Primary School, providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported so that they feel confident in their practice.

Name of child \_\_\_\_\_

- I give permission to Brigstock Primary School to provide appropriate intimate care to my child.
- I understand that this will be carried out by a member of staff at Brigstock Primary school
- I will provide nappy changing provisions for my child, if required, while they are at Brigstock Primary School.
- I will inform Brigstock Primary school of any specific needs my child has that they need to be aware of when changing my child's nappy.
- I understand and agree to the procedures in place for changing my child in school.
- I will inform Brigstock school of any marks/rashes that the child may have.
- I will work with the school with toilet training at an agreed date which is in the best interests of the child's development.
- I agree to send my child to school in a clean nappy, if required.

Signed \_\_\_\_\_ Parent/carer

Signed \_\_\_\_\_ Staff member

Signed \_\_\_\_\_ Head Teacher

Date \_\_\_\_\_

To be revised \_\_\_\_\_

