



## ST. ANTHONY'S CATHOLIC PRIMARY AND NURSERY SCHOOL

### Intimate Care & Toileting Policy

#### ***Mission Statement***

*We walk in the footsteps of Christ and are held in the hand of God.*

*In doing so, we foster a love of learning, enquiry and truth to develop a respect for others and a tolerance of personal differences.*

*As a Catholic School, we have the Gospels at the Centre of our learning so that each person is nurtured as a child of God to strive for excellence in all that they do.*

#### **Introduction**

St. Anthony's RC Primary School and Nursery 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. This policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves, but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity, should be encouraged to act as independently as possible.

#### **Aims and Objectives**

This policy aims:

- To provide guidance and reassurance to staff and parents/ guardians.
- To safeguard the dignity, rights and well being of children.
- To promote the good health of children and staff attending St Anthony's and to ensure necessary steps are taken to prevent the spread of infection.

## **Intimate Care in 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 successfully, including dressing and undressing and going to the toilet independently". Therefore it is to be expected that staff will come into close contact with the children they care for:

### **Our Pull-up Pants Changing Procedure-**

- Inform another member of staff that a child needs changing.
- Collect the child's bag of clothes, pull-up pants, wipes and nappy sacks.
- Wash and dry your hands.
- Put on gloves and apron.
- Whenever possible mobile children are changed standing up; otherwise they are changed on a changing mat on the floor.
- Encourage/ help the child to remove clothing to access and remove the pull-up pants and place inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the bag, before putting it in the pedal operated bin.
- Encourage/ help child to put on clean pull-up pants and clothes.
- Take off the gloves and apron, bag them and place them in a pedal operated bin.
- Help the child to wash their hands using liquid soap, water and paper towels.
- Wash your hands using liquid soap, water and paper towels.
- Clean the changing mat and surrounding area before leaving to dry. Then wash and dry your hands.

Any significant observations made during a changing procedure will be notified to the parents at the end of the session (i.e. badly soiled pants/strong urine etc.) Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the safeguarding lead immediately.

**Our Toileting / Bottom Wiping Procedures** – Children are encouraged wherever possible to manage their own toileting needs. Where they are learning how to manage their personal needs, staff will support each child sensitively according to their direct need.

**Changing clothes** may be necessary for children during their time at the setting for various reasons, such as getting wet during water play or dirty through painting, eating or playing in the garden. Children will be encouraged to be as independent as possible in changing their clothes, but staff will support if it is necessary to do so.

**Examining a child for signs of illness or injury** is something that may be necessary from time to time. This will be carried out sensitively by a member of staff, usually by the First Aider.

**Comforting distressed children** can mean close physical contact between the child and a member of staff, for instance cuddling or the child sitting on a lap, but only if this contact is sought by the child. Once the child has been reassured, they will no longer be in such close physical contact with the member of staff. This will take varying amounts of time dependent on the child and the circumstances for their distress.

## **Intimate Care in Key Stage 1 and Key Stage 2**

On occasion toileting accidents may happen, for instance if a child is ill or anxious, or a child may soil their clothes if they vomit. A record of intimate care (appendix 1) should be filled out to be filed in the First Aid room medical folder. The class teacher and parents should be informed, in confidence. Any soiled clothes should be bagged and sent home discretely.

Children in KS1 should be encouraged to change themselves with verbal support and occasionally physical support. This will be carried out in the KS1 toilets as they are closest to the playground and KS1 classrooms. Spare clothes are kept in Yr 1 classroom. In KS2 it is expected that they will be able to clean and change themselves. They should be given privacy, which is best achieved in the disabled toilet where spare clothes and wipes are stored. Sanitary products are also stored there. Wherever possible the child should be cared for by an adult of the same sex. However, this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, if no male staff are available. The adult, who is providing support, should inform another member of staff that they are going to do this.

It is expected that children in Key Stage 1 and 2 will be toilet trained unless there is a medical or Special Educational Need and/ or Disability. Issues around toileting should be discussed at a meeting with the parents/carers prior to admissions into the school/setting. The involvement of outside agencies as appropriate, such as a Health Visitor, should be discussed and senior leaders should be informed. A toilet management plan (appendix 2) may need to be established and parental consent to intimate care obtained (appendix 3).

### **Child Protection**

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to at all times.

**APPENDIX 1**

**RECORD OF INTIMATE CARE INTERVENTION**



Child's Name..... DOB.....

Name of Support Staff Involved.....

Date.....

Time.....

Procedure.....

Staff Signature.....



**APPENDIX 2**

**TOILET MANAGEMENT PLAN**

Child's Name..... DOB.....

Name of Support Staff Involved.....

Area of need.....

Equipment required.....

Location of suitable toilet facilities.....

Support required.....

Frequency of support.....

**Working towards Independence**

Child will try to .....

Personal Assistant will do.....

Target Achieved.....

Review Date.....

Parents/Carer.....

Child (if appropriate).....

Personal Assistant.....

Senior Management/SENCo.....

Date.....



**APPENDIX 3**

**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, washing and toileting.

I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Name.....

Signature.....

Relationship to child.....

Date.....

Child's Surname.....

Child's Forename.....

Male/Female.....

Date of birth.....

Parent/carers name.....

Address.....

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