

Intimate Care and Toileting Policy

INTRODUCTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. The following policy is a model based on best practice.

AIMS OF THIS POLICY

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

APPROACH TO BEST PRACTICE

Westhaven School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can. This may mean, for example giving the child

responsibility for washing and dressing themselves. Individual intimate care plans will be drawn up for particular children as appropriate (see appendix 1) to suit the circumstances of the child.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented. Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care. Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

THE PROTECTION OF CHILDREN

Westhaven School's Safeguarding Procedure, Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents/carers will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed. (See Westhaven's Safeguarding Policy for further information).

All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

CHILDREN WEARING NAPPIES

Any child wearing pads (nappies) will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child, and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset.

HEALTH & SAFETY GUIDANCE

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a pad. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

Any requests from the parents for use of medical ointments/creams, these should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in a locked storage facility in line with Westhaven's Medicines Policy.

SPECIAL NEEDS

All children at Westhaven have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of

age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

PHYSICAL CONTACT

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with children it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

**Intimate Care and Toileting plan
Parental Consent Form**

Name of child:	
Date of birth:	
Class / Teacher name:	
Name of support staff:	

Area of need / care required:
Expected frequency of support:

Location - Where will the tasks be carried out? What equipment / resources will be required to safely carry out the procedures?
EYFS / KS1 New building toilet cubicle.
Infection control and disposal procedures in place:
Staff will wear aprons and gloves. <i>During the COVID 19 pandemic, face coverings will also be worn.</i> Soiled pads will be bagged and placed into the appropriate disposal bins.
Actions that will be taken if any concerns arise:
Parents / carers will be informed. The Head Teacher / Head of Lower School will be informed. All concerns will be shared with the safeguarding team and documented inline with the school's safeguarding procedures.

Parent / carer's responsibility to provide:

Pads (Nappies)

Wipes

Any ointments or creams that are required

At least one change of clothes (including spare underwear and socks)

Other professionals involved in care / advisory role:

Additional information:

I/We have read the Intimate Care & Toileting Policy provided by Westhaven School.

I/We understand that:

- I/We give permission to the school to provide appropriate intimate care support to my/our child e.g. changing soiled clothing, washing and toileting;
- I/We will advise the Head Teacher of any medical reason my/our child may have which affects issues of intimate care;
- I/We understand that the intimate care provided will be given by familiar members of staff;
- I/We understand that the members of staff providing the care have had appropriate training, including Child Protection.

1. Parent / Carer name:	
Signature:	
Relationship to the child:	
Date:	
2. Parent / Carer name:	
Signature:	
Relationship to the child:	
Date:	

Head Teacher:	
Signature:	
Date:	

Appendix 2 **Intimate Care and Toileting Agreement between Staff & Child**

Child's name:	
Date of birth:	
Support staff name (s):	

Support staff / class teacher

As the person helping you in the toilet you can expect me to do the following:

- I will stop what I am doing to help you in the toilet as soon as you ask me;
- I will avoid all unnecessary delays;
- When you use our emergency agreed signal, I will stop what I am doing and come and help;
- I will treat you with respect and ensure privacy and dignity at all times;
- I will ask permission before touching your clothing;
- I will check that you are as comfortable as possible, both physically and emotionally;
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will look and listen carefully if there is something you would like to change about your toilet.

Child

As the child who needs help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me;
- I will try to use the toilet at break or at agreed times;
- I will only use the agreed emergency signal for real emergencies;
- I will tell you if I want you to stay in the room or stay with me in the toilet;
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed;
- I will work with you to practice the things I need to do to become more independent in using the toilet.

Date:	
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Staff signature:	
Child signature:	
Review Date:	

Written:	April 2022
Review Date:	n/a – First Version
Signed by Chair of Governors / Chair of Committee:	S Romanski
Date:	28/4/22
Date of Next Review:	April 2024

History of Document

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1	FGB		28/4/22		Apr 2024