



Brookhurst Primary School

Toileting and Intimate Care Policy 2019

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Approved : Ms A Stanton

Staff Name	Last Open	Signature Date
Mr M Hughes	22-01-2020	22-01-2020
Ms A Stanton	14-02-2020	08-02-2021
Mrs S Uddin	18-03-2020	12-10-2020
Mrs K Whipp	Not Yet	Not Yet
Mrs L Wythe	09-02-2021	09-02-2021
Emma Hugill	22-05-2020	Not Yet
James Fullbrook	22-01-2020	23-09-2020
Lauren Brough	10-01-2021	10-01-2021
Lucy Hartwright	23-01-2020	15-10-2020
Georgia Morris	09-02-2021	09-02-2021
Anna Archer	03-07-2020	28-04-2021
Becky Gunthorpe	09-07-2020	09-07-2020
Gill Howell	Not Yet	Not Yet
Alex Oldham	14-06-2021	14-06-2021
Stephanie Beamish	Not Yet	Not Yet
Claire Honey	10-10-2020	10-10-2020
Charlotte Lidgard	19-04-2021	19-04-2021
Verity Maclean	Not Yet	Not Yet
Olivia Whatcott	Not Yet	Not Yet
Amy Sexton	Not Yet	Not Yet
Mrs E Moon	13-04-2021	13-04-2021
Mrs C Clarke	Not Yet	Not Yet
Mrs T Henderson	03-09-2020	26-11-2020
Ms F Hughes	18-08-2020	Not Yet
Mrs R Jones	27-01-2020	05-10-2020
Mrs G Lindsay	22-01-2020	11-12-2020
Mrs T Taylor	17-12-2020	17-12-2020
Mrs K Waterfield	30-03-2020	03-09-2020
Mrs J Weston	13-05-2020	02-07-2021
Chair of Full Governing Body	Not Yet	Not Yet
Gina Reynolds	Not Yet	Not Yet
Chrissy Wales	Not Yet	Not Yet
Richard Cargill	Not Yet	Not Yet
Stella Newman	09-05-2020	11-09-2020
Sioban Mulherin	04-01-2021	04-01-2021
Cathryn Clarke	Not Yet	Not Yet
Sofia Gryparis	Not Yet	Not Yet
Teresa Henderson	Not Yet	Not Yet
Christine Wales	Not Yet	Not Yet
Siobhan Mulherin	Not Yet	Not Yet
Elisabeth Ingham	15-01-2021	15-01-2021

Jonathan Turton	Not Yet	Not Yet
Robert Nash	Not Yet	Not Yet
Julie Byrne	Not Yet	Not Yet
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Intimate Care and Toileting Policy Brookhurst Primary School



A Place to think and grow

Policy Written by Lisa Anderson-Kirby Spring 2020

Policy Approved by FGB

Policy to be reviewed Spring 2022 (or earlier if legislation changes)

INTRODUCTION

Brookhurst 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 the intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that all children are treated with sensitivity and respect.

Within the body of this policy whenever we say parents we mean parents and carers and whenever we say child we mean children and young people aged 0 to 19 years old (or up to 25 years old for young people with special educational needs and disability SEND)).

The guidelines within this policy are designed to promote good practice and therefore safeguard children and practitioners; they apply to everyone involved with the intimate care of children.

Rationale

We understand that as a provider we have a duty to meet the needs of children with delayed personal development in the same way as we would meet a child with delayed language skills or any other delay.

Children who have difficulties in controlling their bladder and/or bowels have often had a difficult start developing personal independence.

It is sometimes possible to understand why early training has been missed, has proved ineffective or is not yet possible. We understand that all children have an educational entitlement irrespective of their difficulties with toileting.

We understand that any admission policy and/or practice that requires a child to be toilet trained are discriminatory and potentially unlawful; under the Equality Act issues should be dealt with on an individual basis and settings and schools must make "reasonable adjustments" accordingly

Aims:

- to safeguard the rights and promote the welfare of children
- to provide guidance and reassurance to staff whose role includes intimate care
- to assure parents that staff are knowledgeable about personal care and that individual concerns are considered.

Definition of Intimate Care:

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet

- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

We believe that children's intimate care needs cannot and should not be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

At Brookhurst we firmly believe that all children have the right to be safe and to be treated with dignity and respect and we understand that children with intimate care needs can be especially vulnerable; staff involved with their intimate care need to be sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the settings policy and procedure guidelines should safeguard children and practitioners.

At Brookhurst:

- Children or young people who need assistance with toilet training or special toileting arrangements must be treated with respect, dignity and sensitivity and as such staff should respect their need for privacy and confidentiality, being aware that these children may be vulnerable on account of their additional needs.
- As professionals involved we will make plans to work towards the earliest possible, or the optimal possible, independence with toileting.
- We will provide all staff with access to appropriate resources and facilities, and support them through clear planning, policy guidelines, and training.
- We will consult Social Care staff whenever planning toilet training or special toileting arrangements for children subject to Child Protection procedures.
- We will take additional action if any attendance difficulties develop as a consequence of toileting issues and contact the appropriate specialist support service.

Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Brookhurst Primary School, having reached differing levels of independence and development in toileting and self-care and that on rare occasions a child may come to our setting wearing nappies.

We also understand it is inevitable that from time to time some children will have accidents and need to be attended to and we will strive to support children sensitively and with dignity in this matter.

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. Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet. As children progress through the school, they are encouraged to use the toilet during break times

Role of parents.

We believe that parents have a key role to play in effective toilet training.

We will work in partnership with parents or carers and any other professionals to identify and ensure we meet the child's needs. We seek to engage in regular communication with parents, and monitor and review any plan in place together.

Parents should give permission for intimate care as children enter Early Years Foundation Stage (EYFS) - Appendix 1.

Permission is kept on record and all staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (including children beyond EYFS), parents are kindly asked to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes

Within EYFS parents are asked to supply additional clean/spare underwear for their child to be kept in their PE bag. These are taken into the toilet facilities prior to changing.

If a child has needed help with meeting intimate care needs (had an accident). This is treated as confidential and shared with the parents in person (where possible) at the end of the day.

Implementation.

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is DBS checked and has received training for very specific intimate care procedures where relevant. They undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Intimate care / personal care plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan if required. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

Practice

The designated practitioner who provides the care (in most cases the class teaching assistant or 1:1 Teaching assistant) aims to form a strong, trusting relationship with the child.

They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

The child is encouraged to undertake as much of the procedure for themselves as possible, including wiping intimate areas, dressing/undressing and hygiene.

The toilet area adjacent to the Key Stage 1 toilet is used to attend to a child's needs and every effort is made to ensure privacy and modesty.

Most procedures are carried out by just the designated person. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. The SENCO will coordinate this approach.

Disposal of nappies, aprons and gloves safely

We have in place good hygiene practices when disposing of waste to stop infection.

We follow stringent nappy changing procedures, when appropriate, to ensure the safe disposal of waste, see below.

Changing a nappy

A clean disposable apron and gloves is worn every time a child is changed, after having washed their hands thoroughly.

Whilst changing, children's skin is cleaned with a disposable wipe if needed.

Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a bin. This bin is emptied at the end of the day. We dispose of our waste in accordance with the Department of Health and Warwickshire County council.

Safeguarding and Child Protection

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures are DBS checked. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Disabilities

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act 1995 (an Act of the Parliament of the United Kingdom which has now been repealed and replaced by the Equality Act 2010) 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.

The Disability Discrimination Act defines a disabled person as someone who has 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

In the DDA, 'substantial' means 'more than minor or trivial'. 'Long-term' means has lasted, or is likely to last, more than 12 months.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005).

Appendix 1.

Permission for Intimate Care

If a child wets or soils themselves whilst they are in school, we believe it is important that measures are taken to change them or support them to change themselves and if necessary also cleaned as quickly as possible.

Our staff are experienced at supporting your child to carry out this task or carrying out this task themselves if you wish them to do so, or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Brookhurst Primary School also has a Toileting and Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please can we ask you to state your preference below.

Yours sincerely

Head Teacher

Name of Child.....

Class.....

Please tick as appropriate

I give consent for my child to be/supported to be changed and cleaned if they wet/soil themselves whilst in the care of Brookhurst Primary School

I do not give consent for my child to be/supported to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer.....

Date.....