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| <b>Policy Name:</b>                              | Intimate Care/Toileting Policy   |          |                                    |
| <b>Policy Author:</b><br>Miss A. Robins          | <b>Linked Governor/reviewer:</b><br>Carol Smart  |          | <b>Committee:</b><br>Pupil Support |
| <b>Date Approved by Governors:</b> February 2018 | <b>Related Policies:</b><br>Safeguarding<br>H&S<br>Supporting children with medical conditions |          |                                    |
| <b>Review Frequency:</b>                         |  |          |                                    |
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| <b>Chair of Governors:</b>  |   | <b>Date:</b>                           |
| <b>Audience:</b>            |   | <b>Website:</b><br><br><b>Yes / No</b> |
| Pupil Governors             | ✓ |  |
| Finance/resources Governors |   |  |
| Standards Governors         |   |  |
| Teaching Staff              | ✓ |  |
| Support Staff               | ✓ |  |
| Lunchtime Staff             | ✓ |  |
| Parents                     | ✓ |  |
| Other                       |   |  |

# THE RICHARD CLARKE FIRST SCHOOL



This Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

## **Introduction**

Children in school may:

- be fully confident with their toilet training but have occasional accidents because of excitement, being focused upon a task and not wanting to leave it or just leaving a toilet visit too late;
- be fully toilet trained at home but prone to accidents and depleted attention to personal hygiene at school;
- be on the point of being toilet trained but require reminders and encouragement;
- be toilet trained but have a disability or special need that affects continence so need additional support;
- have delayed onset of toilet training in line with other development delays and will need identified and recorded support to master these skills during their time at school.

The Richard Clarke First School Staff are committed to working in partnership with parents/carers to provide continuity of care. We will ensure that for all children who require transitional or regular intimate care relating to personal hygiene, that this will be undertaken by staff suitably trained and assessed as competent as part of the school's general duty of care. This support may include:

- encouraging or prompting children who require regular reminders to ensure good levels of personal hygiene and comfort;
- supervising or supporting children to clean intimate body areas and change their underclothes if they can do so independently,
- washing intimate body areas, changing of underwear when pupils are unable to do so independently,

The Richard Clarke First school is committed to ensuring that all staff responsible for the intimate care of children undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when personal hygiene/intimate care is provided and that it is essential that their dignity is preserved. A high level of privacy, choice and control will be provided to them and in most cases, the child will be changed in the staff toilet to ensure discretion. No child will be attended to in a way that causes distress, embarrassment or pain.

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All children will be encouraged to tell any members of staff or any issue they have regarding toileting/personal hygiene and parents are encouraged to inform school immediately that they become aware of any problem.

All staff are reminded of the school's confidentiality policy that states that sensitive information will be shared only with those who need to know.

## **Our approach to best practice**

The response and support provided to children with **regular** intimate care and/or personal hygiene needs will be recorded in **individual care plans** that have been completed and agreed by staff, health care professionals (where appropriate), parents/carers and any other professionals who are actively involved. The child's views will be taken into account where appropriate. These plans will be reviewed as required but at least annually.

Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/occupational therapist.

Parents/carers will always be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an accident and wet or soiled him/herself). This will be by sealed letter, personal contact, or telephone call – between member of staff and parent/carer.

## **Process**

Staff who provide intimate care have completed safeguarding and manual handling and are fully aware of best practice. They will liaise with parents/carers to ensure they adapt their practice to match the individual needs of children. As a policy, staff will always encourage each child to do as much for him/herself as they are able.

As far as possible, children will be changed standing up in line with DfE recommendations.

An individual member of staff should inform another appropriate adult when they are going alone to assist a pupil with intimate care. Adults who assist pupils with intimate care will always be employees of the school, (not students or volunteers) and therefore have completed safer recruitment procedures, including enhanced DBS checks.

Staff will implement best practice regarding infection control, including the requirement to wear disposable gloves where appropriate.

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No member of staff will carry a mobile phone, camera or similar device whilst providing intimate care in line with the mobile phone policy.

For children receiving intimate care support, a record of the support provided will be kept in the medical room or EYFS classroom for reception children. This will be completed in all instances where bodily fluids are involved. If the child's clothes are wet due to other circumstances not related to continence, e.g. slipped in a puddle, the change will only need to be recorded if underclothes are changed.

## **Children attending in nappies/pull-ups**

Parents are responsible for supplying all nappies or pull-ups, wipes and nappy bags.

## **The safeguarding of children**

Safeguarding procedures will always be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. they will immediately report concerns to the appropriate designated safeguarding lead persons following school procedure.

## **Guidelines for toileting to try to prevent accidents**

- All children are susceptible to having an incontinence of soiling episode. These will be very occasional, and school will always provide appropriate support and a change of clothes. Parents will be informed of any accidents the same day.
- School is aware that discouraging drinking can lead to dehydration which can affect their concentration and energy levels, which impacts on their ability to achieve academically and holding back the urge to urinate can result in children being distracted and unable to focus on their studies. This is the case for younger and older children. Therefore, children will always have free access to toilets even during lessons (teacher's will use their professional knowledge of children and monitor frequency of toilet visits and address these if there is an issue either medical or lesson avoidance.)
- Toilets are regularly checked to ensure they are in good order and provide a suitable/safe space that doesn't discourage children going to the toilet regularly.

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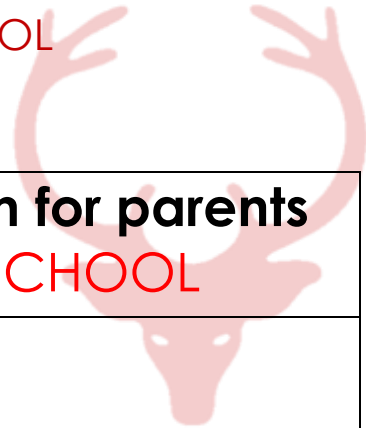
Example

|  |       |
|--|-------|
| School Care record – Information for parents<br><b>THE RICHARD CLARKE FIRST SCHOOL</b> |       |
| Name of child:   | Date: |
| Nature of support:<br>Child soiled clothes, possible reasons, any concerns.            |       |
| Notes:<br>Items sent home and location of items.                                       |       |
| Signed: _____  |       |

INTIMATE CARE FORMS MUST BE PLACED IN AN ENVELOPE AND GIVEN TO CLASSTEACHER TO GIVE TO PARENTS DIRECTLY TO PROTECT THE CHILDS PRIVACY.

Reference: <https://www.eric.org.uk/toileting-best-practice-at-school>

Staffordshire County Council Policy



**School Care record – Information for parents**  
**THE RICHARD CLARKE FIRST SCHOOL**

Name of child:

Date:

Nature of care:

Notes:

Signed: \_\_\_\_\_

**School Care record – Information for parents**  
**THE RICHARD CLARKE FIRST SCHOOL**

Name of child:

Date:

Nature of care:

Notes:

Signed: \_\_\_\_\_