

# Intimate Care, Toileting and Continence Policy



## Intimate Care Policy and Practical Guidance to Promote Personal Development in Relation to Pupil Toileting & Continence

*In God's love, aspire and achieve to be the best.  
1 Corinthians 16:14 'Do everything in love.'*

Written by: previous Head Teacher	S Dymond
Amended by:	C Jenkinson, September 2023
Ratified by Governing Body	November 2020
Ratified at the PDBW Committee	26 September 2023

## Rationale

Intimate care/assistance and activities requiring close personal contact can be identified as any personal care/assistance that involves an individual's personal space. Intimate care routines may be essential throughout the day to ensure that the children's basic needs are met.

In addition to care, safety and hygiene, the procedures must have due regard for dignity and privacy and take into account age, gender, culture and physical and developmental needs.

## Purpose

The purpose of the policy at Winwick CE Primary School is to:

- Uphold pupils' rights to privacy and dignity. The majority of these actions will take place on a one-to-one basis and where possible will be supported by another member of staff.
- Identify situations which have elements of close personal/intimate contact.
- Recognise the responsibilities of the adults involved.
- Safeguard pupils and adults from any misinterpretation of action.
- Ensure consistency of action whilst being sensitive to individual need.
- Dispose of waste safely.

## Guidelines

The guidelines cover a variety of activities, and it must be accepted that there has to be a degree of flexibility and judgement within some situations. The guidelines must be followed in the context of Child Protection, Health & Safety and Police Clearance Procedures.

## Police Clearance

All adults participating in any activities including intimate/close personal contact will have undergone enhanced DBS checks.

## Child Protection

All staff should have an up to date understanding of safeguarding/child protection and how to protect children from harm. This includes identifying signs and symptoms of abuse and how to raise these concerns. All child protection matters must be reported to the designated person in school/setting responsible for child protection. Procedures should follow the Child Protection Policy. The designated person is Mrs Laura Duckett (Head Teacher).

## Health and Safety

All staff should be aware of and adhere to the general health and safety guidelines. Appropriate risk assessments should be carried out. Any health and safety concerns or queries should be taken up with Mrs Duckett (H&S Lead) or Mr Burgess (Site Manager) who will act upon the information.

We have procedures in place for dealing with spillages of bodily fluids such as the process to be followed when a child accidentally wets or soils him/herself or is sick while on the premises. The same precautions will apply for nappy changing. This includes:

- Availability of disposable gloves for staff while changing a child;
- Soiled nappies to be securely wrapped and disposed of appropriately;

- Changing area/toilet to be left clean. Caretaking/cleaning staff to be informed;
- Hot water and soap available to wash hands as soon as changing is done;
- Paper towels to be available to dry hands.

### Facilities

Some of our children, because of their young age, are likely to have occasional accidents, especially in the first few months after admission.

Whenever possible it is recommended that:

- Mobile children are changed standing up;
- Children in Year 1 and above should only be changed in a toilet cubicle standing up.
- Staff should consider the child's preference for changing and the outcome of any risk assessments.
- Staff should protect the dignity of the child as far as possible, even in emergencies.

### The roles of Staff

- Staff need to recognise that when working with young children they may need contact with familiar, consistent carers to ensure that they can grow confidently and feel self-assured. At times children need to be encouraged, held and offered physical reassurance. Staff are advised to usually do this in view of other children and staff;
- All staff should be trained in the appropriate methods for intimate care and access specialist training where required. The School Health Adviser would be the first point of contact.
- All new staff should be inducted to ensure that are fully aware of procedures relating to intimate care routines;
- Work closely with parents and carers to gather relevant information to enable the staff to care for the child fully and meet their individual needs;
- Staff agree to supervise changing a child should they soil themselves or become wet; giving appropriate assistance and guidance to the child;
- Staff agree to report to the Head Teacher should the child be distressed or if marks/rashes are seen;
- Staff agree to review arrangements, in discussion with parents/carers, should this be necessary;
- All staff should encourage the child's participation in toileting procedures wherever possible.
- One off accidents will be dealt with sensitively by staff and parents/carers informed by telephone/ping.

## The Role of Parents

- Provide the staff with relevant information to enable the staff to care for the child fully and meet their individual needs;
- Where necessary provide the school/nursery with a written parental agreement to procedures;
- Agree to change the child at the latest possible time before coming to school;
- Provide spare nappies/underwear, wet wipes and a change of clothes;
- Understand and agree the procedures to be followed during changing at school;
- Inform school should the child have any marks/rash;
- Agree to the contents of the Personal Care Plan and to review this Care Plan at least annually, or more frequently if the child's needs change;
- Encourage the child's participation in toileting procedures wherever applicable.

## The Roles of Students/Volunteer Helpers

Students/volunteer helpers/ parents...

- Should NOT assist with toileting pupils;
- Must not assist with any feeding requiring medical training to give food or respond to an emergency situation;
- May assist at the dining / snack table in general situations;
- Must be supervised and not put in a situation where they are alone with pupils except in extreme/emergency circumstances.

## **Agreeing a Procedure for Personal Care in School**

The process for the management of a child's personal care needs may need to be further clarified through a 'Personal Care Plan'.

Guidelines for staff to follow when changing a child ensure that staff follow correct procedures and also are not worried about false accusations of abuse. Parents should also be aware of the school's procedures and will need reassurance from the school that staff who are changing their child are DBS checked.

- Teaching assistants, where possible will change the child;
- Changing will take place in the Disabled Access Toilet or nearest cubicle toilet;
- Nappies to be placed in a liner and disposed of in appropriate bins;
- Other wet or soiled clothes will be placed in a carrier bag and handed to the parent/carer the same day with a verbal explanation;
- If the child is unduly distressed or if marks or injuries are noticed this will be brought to the attention of the Head Teacher immediately;
- Changing occasions will be recorded and will be communicated verbally to parents.

Should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet-management plan may be required. (See Appendix 5)

## **Guidelines**

### Toileting/Changing

The following must be taken into consideration:

- The need for privacy and the child's dignity whilst being aware of the need to protect staff from allegations and pupils from inappropriate touching. Try to ensure that doors remain open, where appropriate;
- Consistency of approach with necessary information being communicated to all appropriate staff;
- Encourage as much independence as possible;
- Be aware of assistants' own personal hygiene and use of appropriate aids – gloves, etc.;
- Be aware of general hygiene and disposal of waste (double bagging);
- Give sufficient time for the pupil to achieve, to be aware of expectations and be familiar with the type and frequency of prompts;
- Ensure females are cleaned front to back;
- Creams etc. only to be used with written permission from parents;
- Appropriateness of male/female assistance with boy/girl pupils to be agreed upon;
- Secure documented parental agreement to procedures.

### Feeding/Eating

- All procedures to be kept up to date with information from health professionals and parents;
- Account must be taken of pupil's likes and dislikes and normal routine;
- Hygiene procedures to be adhered to;
- Emergency procedures to be put into place if possible choking may be an issue;
- The importance of social interaction at snack/lunchtime should not be underestimated.

### Physical Assistance

- Give verbal prompts/instruction before touching, moving or handling pupils;
- Have due regard for instructions given by therapists regarding individual pupil movement/transfers etc.;
- Always use equipment recommended to assist with moving/transfers.

Pupils may have individual bathroom/feeding/physical assistance regimes, which will be reviewed and amended as required following advice.

## Appendix 1

### Personal Care Plan for children wearing nappies/pull-ups in school.

Child's Name:	DOB:
Name of School: Winwick CE Primary School	

Date of Plan:                      Date to review Plan:

Who will change the child?

How will the child be changed? e.g. standing up in a toilet cubicle, lying down on a mat on the floor.

Who will provide the resources? e.g. wipes, nappies, disposable gloves

Parents to provide these.

The changing occasions must be recorded on Appendix 3 and retained in school.  
A copy must be provided to the child's parent/carer.

How will wet/ soiled clothes be dealt with?

Any clothes that are wet or soiled will go in a bag and be sent home for parents to wash.

What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed

The member of staff will follow all safeguarding procedures and immediately inform the Head Teacher (or in their absence, the Deputy Head Teacher, and if they are absent the SENDCo) and the class teacher verbally and make a record of what they have observed on C-Poms under the Safeguarding category. The Head Teacher will contact the child's parents/carers if appropriate and/or any other agencies if necessary.

Agree a minimum number of changes

How will the child be encouraged to participate in the procedure?

Staff and parents/carers to hold conversations about each step of the changing procedure. The child to participate when they are able to do so.

Any other comments/ important information e.g. medical information

This plan has been shared with me and I have been given the opportunity to input into it. I agree to change my child at the last possible moment before he/ she comes to school (if required), provide the resources indicated above and encourage my child's participation in toileting procedures at home as appropriate and where possible.

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

Parent/Carer's Full Name: \_\_\_\_\_

Date \_\_\_\_\_

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

Staff Member(s): \_\_\_\_\_

Date \_\_\_\_\_

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

Staff Member(s): \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 2

### Risk Assessment

Child's Name:

DOB:

Date of Risk Assessment:

	Yes	Notes
1. Does weight /size/ shape of pupil present a risk?		
2. Does communication present a risk?		
3. Does comprehension present a risk?		
4. Is there a history of child protection concerns?		
5. Are there any medical considerations? Including pain / discomfort?		
6. Has there ever been allegations made by the child or family?		
7. Does moving and handling present a risk?		
8. Does behaviour present a risk?		
9. Is staff capability a risk? (back injury / pregnancy)		
Are there any risks concerning individual capability (Pupil) General Fragility Fragile bones Head control Epilepsy Other		
Are there any environmental risks? Heat/ Cold		

If 'Yes' to any of the above complete a detailed personal care plan.

**Date:**

**Signed:**

**Name:**





**Appendix 4**

**Working Towards Independence Record**

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_

Class/ Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date of Record \_\_\_\_\_ Review Date \_\_\_\_\_

I can already

Aim:

I will try to

Signed \_\_\_\_\_ Parents/ Carers

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)

**Appendix 5**

**Toilet Management**

**Plan**

*(If this plan is needed, a Health Professional should be involved in its completion)*

Child's Name \_\_\_\_\_

DOB \_\_\_\_\_ Class/ Year Group \_\_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date of Record \_\_\_\_\_ Review Date \_\_\_\_\_

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	Target achieved (date)

Signed \_\_\_\_\_ Parents/ Carers

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)

## Appendix 6

## Agreement Between Child and School Staff

Child's Name \_\_\_\_\_

DOB \_\_\_\_\_ Class/ Year Group \_\_\_\_

Name of Support Staff Involved \_\_\_\_\_

Date \_\_\_\_\_

Review Date \_\_\_\_\_

### Support Staff

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

- When I am the identified person, I will stop what I am doing to help you in the toilet. I will avoid all unnecessary delays.
- I will treat you with respect and ensure privacy and dignity at all times.
- 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.

### Child

As the child who requires 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 am going to need the toilet so that you can make yourself available and be prepared to help me
- I will try to use the toilet at break time or at the agreed times
- 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.

Signed \_\_\_\_\_ Member of Staff

Signed \_\_\_\_\_ Child (if appropriate)

## Appendix 7

### Permission for school to provide intimate care

Child's Full Name	
Male/ Female	
Date of Birth	
Parent/ Carer's Full Name	
Address	

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.

I will provide school with cleaning wipes that they can use to support them to provide intimate care to my child.

I will provide a change of clothes and clean underwear that my child can keep in school in case they need it.

Signed \_\_\_\_\_

Full Name \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_