

# Vernon Park Primary School

## **Intimate Care & Toileting Policy**

Child's Name: .....

DOB: .....

March 2019

To be reviewed: March 2020

# **Vernon Park Primary School**

## **INTIMATE CARE AND TOILETING POLICY**

### **1. Introduction**

Vernon Park 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 intimate care of children will undertake their duties in a professional manner at all times.

The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or cleaning up after a child has soiled/wet him/him or herself.

Parents/carers must endeavour to ensure that their child is continent before admission to school (unless the child has additional needs). Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.

It is expected that most children should be able to carry out personal care tasks for themselves. This policy has been written for those children who are unable to carry out personal care tasks.

### **2. Aims and Objectives**

This policy aims:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard the dignity, rights and wellbeing of children.
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account.

### **3. Parental Responsibility**

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Prior permission must be obtained from parents before intimate care procedures are carried out (See Appendix 3). Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. Exchanging information with parents is essential through personal contact, telephone or written correspondence.

#### **What the school expects of parents:**

- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents accept that on occasions their child may need to be collected from school.
- Parents/carers will provide baby wipes and changes of clothing for any child with a personal toileting policy.

#### **4. Child Protection**

If the toilet management plan (See Appendix 2) has been agreed and signed by parents, children and staff involved, it is acceptable in exceptional circumstances for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation. 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. The agreed Child Protection procedures will be adhered to at all times.

#### **5. Staff responsibilities**

Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should where possible be carried out by an assigned member of staff.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff.
2. Escort the child to a changing area i.e. designated toilet areas.
3. Collect equipment and clothes.
4. Adult(s) to wear gloves.
5. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
6. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.
7. Adult(s) to support child to change into clean clothing, wash their hands and return to class.
8. Adult(s) should wash their hands thoroughly after the procedure.
9. Area to be cleaned and disinfected by adult(s) before returning to class.

Intimate care incidents must be recorded in the changing file (Appendix 1), including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made. Parents/Carers are to be informed as soon as possible by using a Record of Intimate Care Intervention Slip.

#### **6. Special Educational Needs**

The school recognises that some children with SEN may arrive at school with under developed toilet training skills. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & Part 1V of the Disability Discrimination Act 1995.

If a child's toileting needs are substantially different than those expected of a child his age, and individual toileting programme will be agreed with parents. If there is no progress over

a long period of time, the SEND Co-ordinator will seek further support, e.g. G.P's referral of child for specialist assessment.

The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

**Appendix 1**

**RECORD OF INTIMATE CARE INTERVENTION**

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

Name of Support Staff Involved: .....

Date: .....

Time: .....

**Nature:**

.....  
.....  
.....  
.....  
.....

**Action taken:**

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.....  
.....  
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**Comments:**

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.....  
.....

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: Disabled toilets

Support required:

Frequency of support: Daily

**Signed by:**

Parents/Carer: \_\_\_\_\_

Support Staff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SENCo: \_\_\_\_\_

Date: .....

### Appendix 3

#### PERMISSION FOR SCHOOLS TO PROVIDE INTIMATE CARE

- I have read the Intimate Care Policy and give permission to Vernon Park Primary School to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.
- I will advise the school of any medical complaint my child may have which affects issues of intimate care.
- I understand that there may be occasions that my child will need to be changed by myself and I may need to come to school.
- I agree to provide baby wipes, nappies and changes of clothing for my child.

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

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_