

# TOILETING AND INTIMATE CARE POLICY 2022/2023

## The Park Federation Academy Trust

### Wood End Park Academy

All children at Wood End Park Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the academy. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021 and the Disability Discrimination Act 2005: Wood End Park Academy (WEPA) will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

**Intimate Care Tasks** – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff/ Child's keyworker at WEPA works in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following (delete as appropriate):-

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes

- Spare underwear

These will be stored and only handled when need to be use in line with our Covid policy.

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a CRB/DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Staff must wear PPE when caring out intimate care.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse which is in line with our safeguarding policy and are aware of the DfES booklet ‘What to do if you think a child is being abused’ and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SLT (Senior Leadership Team) will look into the situation and record any findings. These will be discussed with the child’s parents/carers in order to resolve the problem. If necessary the SLT will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely (*nappy and medical bins are provided*). When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children’s clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

## **Guidance for Intimate Care - Introduction**

Schools often ask how they can ensure that an individual child’s needs are met whilst having regard to the needs of all the other children within the school. There are a number of issues to consider when responding to an individual child’s needs. The following advice/strategies are some suggestions as possible ways to actively promote inclusion and the welfare of pupils.

### **Children wearing nappies**

Schools may have concerns regarding Child Protection issues when they are asked by parents to admit a child who is still wearing nappies. Child protection need not present an issue. It is good practice to provide information for parents of the policy and practice in the school. Such information should include a simple agreement form for parents to sign, outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task right from the outset.

As part of good practice, we have introduced a notebook to record:  
time entered the changing facilities  
who has changed a child  
frequency  
time left the changing facilities

We ensure an additional member of staff is in the vicinity outside the changing area who is able to see and hear. Examples of such good practice provide reassurance for parents that systems are in place and that we have implemented procedures for staff to follow.

### **Changing Facilities**

Children who have long - term incontinence will require specially adapted facilities which the academy would accommodate.

The dignity and privacy of the child is of paramount concern. We have a designated area.

### **Equipment Provision**

.Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes and parents should be made aware of this responsibility. Schools are responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste and a private area to change children.

### **Health and Safety**

Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. Any soiled waste should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste. The bin should be emptied on a weekly basis and it can be collected as part of the usual refuse collection service as this waste is not classed as clinical waste. Staff should be aware of the school's Health and Safety policy.

### **Special Needs**

Children with special needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each child. As with all arrangements for intimate care needs, agreements between the child those with parental responsibility and the organisation should be easily understood and recorded.

Regardless of age and ability, the views and/or emotional responses of children with special needs should be actively sought (with advocacy arrangements made for those who can't) in regular reviews of these arrangements.

Guidance to safeguard children and education staff with regard to situations which may lend themselves to allegations of abuse.

## **Physical contact, first aid, showers/ changing clothes, out of school activities, and photography**

### **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. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the child, an observer or by anyone the action is described to. Staff must therefore always be prepared to justify actions and accept that all physical contact be open to scrutiny.

Physical contact which is repeated with an individual child or young person is likely to raise questions unless the justification for this is formally agreed by the child, the organisation and those with parental responsibility.

Children with special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each child. The arrangements must be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny. Wherever possible, consultation with colleagues should take place where any deviation from the arrangements is anticipated. Any deviation and the justification for it should be documented and reported.

Extra caution may be required where a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff vulnerable to allegations of abuse. Additionally, many such children are extremely needy and seek out inappropriate physical contact. In such circumstances staff should deter the child without causing them a negative experience. Ensuring that a witness is present will help to protect staff from such allegations.

### **Restraint**

See the academy's Positive Handling policy. A situation where restraint has to be applied must be recorded and sent to the principal.

### **Pupils in distress**

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive and not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, their age, the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the child's relative or school's counsellor.

Particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice from their line manager or other appropriate person.

### **First Aid and intimate care**

Staff who administer first aid should ensure wherever possible that another adult or other children are present. The pupil's dignity must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and should be made aware of the task being undertaken.

Regular requirements of an intimate nature should be planned for. Agreements between the school/organisation, those with parental responsibility and the child concerned should be documented and easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed, (Intimate Care Policy).

### **Physical Education and other skills coaching**

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff should be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation. Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

### **Showers/Changing clothes**

The main welfare room has a shower. Young people are entitled to respect and privacy when changing clothes or needing a shower. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless pupil needs require it, avoid any physical contact when children are in a state of undress and avoid any visually intrusive behaviour. Given the vulnerabilities of the situation, it is strongly recommended that when supervising children in a state of undress, another member of staff is present. However, this may not always be possible.

### **Out of school trips, clubs etc:**

Employees should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school therefore the Code of Conduct and all policies are adhered to. Staff involved in such activities should also be familiar with their school's/establishment's policy and guidance regarding out of school activities.

### **Guidance for Support Staff**

Intimate care policy guidelines for support staff carrying out toileting procedures/nappy changing in mainstream school.

- All adults assisting with toileting should be employees of the school. Where possible the adult should be familiar to the child and ideally working in the child's classroom.
- Whilst ensuring that the privacy and dignity are maintained, an additional adult should be in the vicinity and be able to see or hear when toileting/nappy changing procedures are being carried out.
- The support staff should notify the class teacher when they are taking the pupil to the toilet or nappy changing.
- It is important to maintain the child's self-image and social standing with the peer group through sensitive handling and discretion. There may be teasing/bullying, particularly if there is an issue of odour. Staff should consider suitable responses to any possible questions and comments from other children or even parents.
- Training in Child Protection as well as blood borne viruses such as HIV and Hepatitis Band C should be part of ongoing training for staff involved in these toileting procedures.
- Toilet training procedures should be carried out in a designated area that provides enough privacy for the child and the working area should contain full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the pupil and staff.
- Before a child is admitted, schools will need to obtain a signed consent form, from the parents giving their permission for staff to change their child's nappy.
- The school have powder free non-sterile disposable vinyl gloves and plastic aprons as well as wipes, changing mats, antiseptic air fresheners and nappy disposal bin.

# Wood End Park Academy

I have read and understand the school's Intimate Care Policy at Wood End Park Academy.

I give consent for school staff to change my child's nappy or carry out toileting procedures whenever necessary.

I agree to provide a supply of nappies, wipes and spare clothes in a bag clearly labelled with my child's name.

Name of child: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_