



# The Catholic Primary Schools of the Waveney Valley

## Intimate Care Policy

2021 - 2023

## Introduction:

At St Benet's and St Edmund's we recognise that all children have different rates of development and differing needs during their time at school. We are committed to inclusive practice and encourage all learners to achieve their full potential.

While most children achieve continence before starting full-time school, there will be some children who for different reasons may not be fully independent at this time. Children who require long term support for personal care may have a Personal Care Management Plan worked out with parents/carers and health visitors/school nurse. Other children may only require toilet training as a self-care skill on their way to independence. The school will work with the parents/carers to support a Toileting Plan Agreement which aims to provide the child with support and understanding in their stride towards the best level of independence that they can achieve.

## Aims:

All children have the right to feel safe and be treated with courtesy, dignity and respect and ability to access all aspects of the curriculum and so we will work to:

- Provide help and support to pupils in becoming fully independent in personal hygiene
- Ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act (2010)
- Work with parents/carers in dealing with continence issues either with a suitable Personal Care Management Plan or a Toileting Plan Agreement
- Treat continence issues sensitively so as to maintain the self-esteem of the child
- Ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (See School's Health and Safety Policy and Safeguarding Policy)

## Pupil Needs:

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. A child's needs will always be dealt with sensitively and appropriately in an environment which ensures confidentiality but at the same time follows agreed health and safety procedures to protect both the child and the member of staff. The child's dignity should be preserved at all times. Staff should have a high awareness of child protection issues and a commitment to undertake their duties in a professional manner at all times. No child will be attended to in a way that causes them distress or anxiety.

## Personal Care Procedures:

Staff will work closely with parents/carers and the intimate care arrangements will be discussed so that the best practice can be followed and monitored with regular reviews. This practice may include:

- Following the agreed Toileting Plan Agreement made with parent/carer (Appendix 1)
- Informing another member of staff before attending to the needs of the pupil
- Using agreed cleaning products and following health and safety procedures
- Changing the child's clothing as appropriate and as soon as possible
- Reporting any marks or rashes to parents and Safeguarding Lead if appropriate
- Keeping a Record of Personal Care Intervention (Appendix 2)

- Informing parents/carers that a continence issue has arisen
- Contacting a parent/carer when soiling is severe and the parent/carer may be invited into school to attend to their child

#### Health and Safety Procedures:

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to actively promote inclusion and the welfare of pupils:

- All children are admitted to school regardless of their independent toilet training
- Where a child is wearing nappies or pull-ups a Signed Toileting Plan Agreement with the parents/carers will outline who will usually be responsible for changing the child and when and where this will be carried out
- If a child refuses to be changed the parent must be informed
- A parent/carer may be called in to attend to the child if there is an excessive amount of soiling
- Staff to wear disposable gloves and an apron if appropriate while dealing with an incident
- Soiled continence products to be double wrapped or put into nappy sacks and placed in an identified bin along with any other products that have been used
- Sealed bags with waste can be placed into domestic wastebins
- Soiled clothes will generally sent home in a sealed plastic bag
- Changing area to be cleaned after use
- Hot water and liquid soap to be available to wash hands as soon as the task is completed
- Paper towels to be available for drying hands
- Ideally a child's needs should be seen to when they are standing up
- A changing mat may need to be used on the floor when a child has to be excessively cleaned/changed (this avoids an adult having to lift a child and cause possible back injury)
- Parents/carers are expected to provide nappies/pull ups of their choice
- Any additional product needed such as creams should be named for their child's use only
- Parents/carers may be asked to provide clean clothes in the case of a child who may soil themselves regularly
- The school is responsible for providing medical gloves, plastic aprons, disposal bags and wipes and a bin and liners to dispose of any waste

#### Child Protection/Safeguarding:

- All staff engaged in the care and education of children and young people are DBS checked and need to exercise caution in the use of physical contact
- School safeguarding procedures will be adhered to according to the School Safeguarding Policy. Any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. must be reported to the Designated Safeguarding Lead or their deputy for safeguarding. If the child makes an allegation against a member of staff, all necessary procedures will be followed
- Consultation with another member of staff should take place before there is any deviation from the agreed Toileting Plan
- A general culture of 'limited touch' will be adapted where appropriate to the individual requirements of the child

- All procedures will be talked through with the child so they are reassured and feel comfortable

Appendix 1 Toileting Plan Agreement

|  |                |
|--|----------------|
| <b>Record of discussion with parents/carers:</b>   |                |
| Child's Name:  | Date of Birth: |
| Details of current toileting arrangements at home/pre-school provision and level of assistance needed:   |                |
| <p>Desired Outcome for child:</p> <ul style="list-style-type: none"> <li>● Increased level of toileting independence</li> <li>● Ability to participate in toileting procedures wherever possible</li> <li>● Ability to request a nappy/pull-up change when required</li> <li>● Able to identify their need to go to the toilet and inform an adult</li> </ul>  |                |
| <p>Staff agreed procedures:</p> <ul style="list-style-type: none"> <li>● Follow all Personal Care, Health and Safety and Child Protection/Safeguarding Procedures detailed in the Intimate Care Policy</li> <li>● Change nappy/pull-up as appropriate and as soon as need is identified</li> <li>● Keep record of Personal Care Interventions</li> <li>● Contact a parent/carer where soiling is severe and/or linked to perceived illness, or when a child refuses to let a member of staff attend to them</li> </ul> |                |
| <p>Parent/Carers agreed procedures:</p> <ul style="list-style-type: none"> <li>● Ensure that the child is changed at the latest possible time before being brought to school</li> <li>● Provide nappies/pull-ups daily/weekly as agreed</li> <li>● Give consent for my child to be changed and cleaned if they wet/soil themselves as detailed in St. Benet's Intimate Care Policy</li> </ul>  |                |

|                               |      |           |      |
|-------------------------------|------|-----------|------|
| This Plan has been agreed by: |      |           |      |
| Designation                   | Name | Signature | Date |
| Parent/carer                  |      |           |      |
| Class teacher                 |      |           |      |
| TA                            |      |           |      |
| SENDCo                        |      |           |      |



