

# St Peter and St Paul CE Primary School



## Intimate Care and Toileting Policy

*Agreed by governors: Summer 2021*

*Review Date: Summer 2023*

### Personal Development

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. However, at St Peter and St Paul CE Primary School we acknowledge that there may be children with longer term continence issues for whom an individual toileting plan may need to be put in place. In addition there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self-care. No child will be refused a place in school in relation to continence issues.

St Peter and St Paul CE Primary School is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to the promotion of our inclusive school ethos and vision. We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child and support children sensitively and with dignity in this matter.

Inclusion features strongly in this policy as it goes to the heart of our vision at St Peter and St Paul CE Primary School:

***We are distinctly Christian in our ethos and outlook and are inclusive of all. At the heart of our school are our Christian Values. We welcome those of all faiths and none to shine their lights brightly, celebrating joys, failures and successes in partnership with parents and the community***

### What is intimate care?

Intimate care is care that involves washing or carrying out an invasive procedure to intimate personal areas (e.g. nappy changing). Staff members provide intimate care as necessary as part of their role to help meet children's needs.

Occasionally intimate care may need to be given to a child for medical reasons, in this case staff will be suitably trained and competent to undertake the procedures needed.

Staff understand the sensitivity of this type of care and do their best to meet children's individual needs and be respectful. The child's dignity will always be considered and care will be conducted in a controlled, but private environment.

Enhanced DBS checks are completed for all staff. Staff who have not had an enhanced check and volunteers **MUST NOT** be involved in intimate care. Students should not change nappies/child's clothing unless this is a requirement of their course/experience. In this case, they will only be allowed to change nappies when supervised appropriately in consultation with a senior member of staff.

During intimate care procedures staff are required to wear gloves and aprons at all times and other staff are nearby for support.



## Intimate Care and Toileting Policy

All duties will be recorded on CPOMS unless the child has an individual plan in place, which details their daily care needs. This information will be shared with the person who collects the child and where necessary a telephone call will be made to the parent(s)/carer(s).

If a staff member has any concern for a child's welfare and safety, this should be disclosed to the safeguarding lead for the school and safeguarding procedures followed. See Safeguarding policy.

If an allegation is made against a staff member this should be brought to the Safeguarding Leads attention (or deputy in their absence) and safeguarding procedures followed.

It is our aim to work in partnership with parent(s)/carer(s) to ensure that effective communication supports continuity of care and the emotional well-being of the child and family.

**Mrs Louise Cranidge Designated - Safeguarding Lead**

**Gillian Fields and Jennifer Winfield - Deputy Designated Safeguarding Leads**

### Nappy Changing Procedure

Nappy changing should not be a chore and is not scheduled at a set time. Children should be encouraged to communicate their needs and be checked by staff throughout the day to identify when a change is needed.

Children should be given an explanation of where they are going and the time should be used effectively to communicate one to one. A lead on nappy changing should be taken by the child's teacher or TA. Children should always be changed in the changing area, following the correct procedures. If a child has an individual health care or moving and handling plan in place - this plan will be followed rather than the procedure below. A height adjustable changing bed is available. Children should NEVER be left unattended. If you need more equipment call for assistance or remove the child from the changing bay. Children should never be allowed to stand on the changing bed while clothes are being fastened/unfastened.

#### **Procedure:**

- 1) Collect the child's nappy bag from the classroom. This should be provided by the family and information about changing routines and toilet training shared on induction.
- 2) Check allergy information.
- 3) Staff member to ensure the changing bed is clean and dry before beginning.
- 4) Aprons and gloves MUST be worn by staff to prevent cross contamination and to safeguard both children and staff. These should be disposed of after each change. Staff should be aware of best practice regarding infection control.
- 5) The child should lie on the bed.
- 6) Remove clothing - encouraging independence as appropriate.



## Intimate Care and Toileting Policy

- 7) Remove nappy. This is to be put in a nappy sack and then placed in the nappy bin.
- 8) The child should be cleaned with wipes (or toilet roll if the area is sore).
- 9) Put on a clean nappy.
- 10) Pull on clothes - encouraging independence as appropriate. Larger children should be standing on the floor to pull up clothes. Children should never be allowed to stand on the changing bed.
- 11) Wash hands.
- 12) Complete CPOMS and inform parents.

### Toilet training

With regards to potty training and toileting it is essential to work in partnership with families. Effective communication is vital to ensure continuity for the child and to support children and families to feel comfortable and at ease. Home routines will be followed where possible at the school.

### Toileting accidents/continence

Children from time to time have toileting accidents as a natural part of growing up, developing independence and learning to meet their own needs. Children with specific additional needs may also have accidents as related to a medical condition. A child may require an Individual Health Care Plan. Staff should be sensitive to each individual child's circumstances and stage of development and do their best to meet their needs and be respectful. The child's dignity will always be considered and care will be conducted in a controlled, but private environment. If a child has a toileting accident they should be encouraged to clean themselves in a stage appropriate way. Assistance should be given as required using toilet paper and/or wipes. (Check allergy information). A child should be provided with clean clothes. Soiled clothes should be placed in a bag. The log should be completed and parent(s)/carer(s) should be informed e.g., on collection of the child. The area the child had the accident in should be cleaned appropriately in line with school procedures.

### **St Peter and St Paul CE Primary School Procedure for Personal Care:**

- Ensure changing area allows child privacy/dignity.
- Ensure changing does not take place behind locked doors - put a sign on the door.
- Ensure that the guidelines are followed to ensure a consistent approach.
- Ensure the child is not made to feel uncomfortable or in any way that they are a nuisance.
- Follow the child's moving and handling plan where appropriate.
- If a child is significantly soiled and requires showering attempts to gain parental permission should be sought.

### **When changing a child:**

# St Peter and St Paul CE Primary School



## Intimate Care and Toileting Policy

- Wear disposable gloves (not latex) and a disposable apron.
- Encourage the child to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Make every attempt to clean a child when they are standing up.
- Use disposable wipes to clean a child.
- Child to be washed (water only) if necessary and changed.
- Put wet or soiled clothes in a bag.
- Thoroughly clean changing area.
- Use hot water and soap to wash hands as soon as changing is done.

### When changing nappies:

- Ensure the individual moving and handling plan is understood and followed.
- Nappy to be placed in a nappy bag and disposed of safely.

If a child is distressed by the accident or does not want a member of staff to change them ring parents for guidance and advice.

**Ensure that parents are informed of the incident at the end of the session.**

St Peter and St Paul CE Primary School  
Intimate Care and Toileting Policy

