YORKSHIRE Endeavour academy trust
Ethical | Nurturing | Brave

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West Cliff Primary School Intimate Care and Toileting Policy

Aims and Values

Caring, Happy, Inspiring, Achieving

West Cliff Primary School wants:

- Every child to reach his or her full potential in a climate which is fun, stimulating and exciting.
- To be a school where children are safe and happy, have pride in themselves and are valued.
- To be a place where there is mutual care and respect.

Aims and Rationale:

- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff whose role includes intimate care.
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account.

Definition of intimate care:

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear).
- Helping someone use a potty or toilet.
- Changing nappies.
- Cleaning, wiping or washing intimate parts of the body.

Definition of personal care:

Although it may involve touching another person, it is less intimate and usually has the function of helping with personnel presentation.

Personal care tasks specifically identified as relevant include:

- Feeding.
- Hair care.
- Dressing and undressing (clothing).
- Washing non-intimate body parts.
- Prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate and personal care is a part of a general approach towards facilitating participation in daily life. All children have the right to be safe and treated with dignity and respect. Disabled children can be especially vulnerable. Staff involved with their intimate care, need to be sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care as an opportunity to abuse children. It is important the bear in mind that some care tasks or treatments can be open to misinterpretation.

Adhering to this policy and procedure guidelines should safeguard children and practitioners.

For a variety of reasons children may:

- Be fully toilet trained.
- Have been fully toilet trained but regressed for a little while due to the excitement and stress of starting a nursery or being involved in school.
- May be fully toilet trained at home but have accidents in the nursery or school, or vice versa.
- May be nearly there but needs some reminders and encouragement.
- Not toilet trained but responds well to a structured toilet training process.
- Be fully toilet trained but has a serious disability or learning difficulty.
- May have developed delays but with additional support will master these skills.
- Have SEND and might require help with some to all aspects of personal care.

Staff will endeavour to work with the children, parents and other staff to ensure consistency of care and toilet training.

Safeguarding:

We recognise that abuse of children has and can still happen in not only early years but also in mainstream school and other child related activities.
All staff and parents are aware of the policy and this will be shared with them on admission to nursery and school. Parents will be asked to provide nappies, although spares for emergencies will be kept in both nursery, reception and school.

All staff (and volunteers) are suitable checked (DBS and Disqualification by Association) and safer recruitment processes are adhered to.

- Procedures and guidelines for intimate care will be adhered to.
- Risk assessment of the toileting process and areas will be in place.
- Staff will consider if a child soils themselves then what additional support the child and staff may need.
- Staff will involve the child as far as possible in his or her own intimate care.
- Staff will be aware of children that require a nappy change throughout the day and parents will be informed of any issues and concerns regarding toileting.
- A child will be changed at least once per day, plus additional times as needed throughout the sessions.
- Staff will ensure other staff are aware of the task being undertaken at the time.
- Where possible children will be changed by a known and familiar member of staff. Staff to check children at the end of the morning session and the beginning of the afternoon session.

Health and Safety:

Procedures are in place for dealing with spillages of bodily fluids, such as the process when a child accidently wets or soils themselves or is sick whilst on the premises. The same precautions will apply for nappies, pull ups and changing.

Intimate care can take substantial amounts of time but should be an enjoyable experience for the child and for their parents. Every child is treated as an individual and care is given as gently and as sensitively as possible.

Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation. The children should be encouraged to express choice and to have a positive image of his or her body.

Practitioners will not undertake any aspect of intimate care that has not been agreed between the nursery or school, the parents and the child (if appropriate).

Intimate care may involve touching private parts of the child's body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk, but this vulnerability places an important responsibility on staff to act in accordance with agreed procedures.

If a staff member has concerns about a colleague's intimate care and practise they must report this following a whistleblowing policy. Staff will follow safeguarding policy and procedure.

Procedure:

All necessary items needed before each nappy change (nappies, wipes, nappy bags, cream) will be kept in children's own bags and accessed when necessary, with the children's help.

- Wash and dry hands.
- Put on gloves and an apron if needed. You should use a new pair of gloves for each nappy change.
- Place the children, if necessary, on the changing mat. For children with pull ups, these children may stand.
- Remove the child's clothing to access the nappy. Remove the nappy and place it in the nappy bag.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them by hand.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy bag. Tie the nappy bag and place them in the specific nappy bin. Dress the child.
- Help the child to wash their hands if this is age appropriate using liquid soap, warm water and paper towels.
- Wash your hands using the liquid soap, warm water and paper towels.
- The child may return to the nursery area or classroom and if appropriate place their bag back on their own peg.
- Return to the changing area and use anti-bacterial spray and clean paper towels clean the changing mat and surrounding area before leaving to dry and they wash and dry your hands again.

Items needed:

- Pedal operated nappy bin specifically for nappy disposal.
- Yellow bags for disposable waste.
- Nappy changing mat.
- Spare clothes.
- Spare nappies and wipes and nappy bags for those who have not provided their own.
- Disposable aprons.

- Disposable gloves.
- Anti-bacterial spray.
- Paper towels.
- Liquid soap.

Children within the nursery setting will often have the items they need in their own bags, however spare clothes, nappies, wipes, nappy bags and cream are available in the changing area.
Classrooms that have children with intimate care needs identified will also have these items available.
Breakfast Club and Fun Club have a basket of items needed for personal and intimae care needs.
Children do have to be toilet trained to attend Fun Club and Breakfast Club even if they are three years old but may need support within this setting. If changing is needed the shared area outside fun club classroom with the door open can be used for this to provide privacy for the child but to also provide support to eliminate a lone working environment.
Children in year 1 and above can access the toilet facilities individually at Breakfast and After School Club. Children of Reception and Nursery age must be accompanied by an additional adult and another child/sibling.

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