



St Andrew's Infant School

INTIMATE CARE POLICY

Reviewed: October 2022

Reviewed by: A. Ashcroft (Inclusion / SENDCo)

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Policy and Procedures for the provision of intimate care including toileting at St Andrew's Infant School.

We will treat all incidents where a child soils, with dignity and respect for the child.

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers of how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Inclusion

At St. Andrew's we recognise that children are individuals, who all learn and progress at different rates. This is true of self-care and independent skills as well as academic. Children with SEN and/or medical conditions may begin school with under developed toileting skills. This policy also aims to clarify the school's position on toileting needs in children who have no SEND needs and who soil regularly within the school day. 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.

Achieving Continence

For those children who start St Andrew's not fully toilet trained we will work with parents to agree a plan forward to help them achieve continence. This will be based on advice from medical professionals where applicable or on the child exhibiting signs that they are ready. Staff will ensure that cleaning and/or changing is discreet, relaxed and a time to promote the child's independence.

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years and Nursery. Staff will always encourage children to attempt undressing and dressing unaided.

Intimate Care in Early Years Foundation Stage & Key Stage One

Curriculum guidance for the Foundation Stage (EYFS) is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for

children to achieve by the end of EYFS is to 'dress and undress independently and manage their own personal hygiene.'

We will send a letter to all parents of Reception children prior to them starting school. The letter will inform parents that if a child accidentally soils or wets, we will change them, only if given permission first. A permission slip will be included on the bottom of the letter and will be applicable for the time a child is at St Andrew's Infant School.

Consent from Parents

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. Parents will be asked to sign a consent form prior to their child starting school, so that staff can clean and change their child in the event of the child soiling themselves.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

Parental responsibility

As a school we would expect parents to have made every effort to toilet train their child prior to starting school. It will also include a sharing of this policy during parents' induction meetings in school. According to Development Matters, the typical standard of Health and Self Care for a child of school age is to be; *'Usually dry and clean during the day and to attend to toileting needs most of the time themselves.'* If a child is not fully toilet trained before starting school, parents/carers should inform school. A meeting will then be arranged prior to the start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. Referrals to health care professionals can be discussed at this point. It is essential that parents / carers recognise that they are responsible for any training / changing routines for their child.

Staff responsibilities

In cases of regular soiling, school will be pro-active in initiating a CAF (Common Assessment Framework) to work with parents to resolve any concerns, whether they be psychological or physical. Parents will be invited to attend TAF meetings and a plan forward will be agreed. This will be actively reviewed and next steps decided in accordance with the CAF process.

Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet and Nappy Changing. Staff will inform the class teacher discreetly that they are taking the child to carry out a care procedure. If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded. Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the lead for safeguarding immediately. Risk Assessments will be carried out for Toileting and Nappy Changing procedures. Those children with SEND/medical needs will have a care plan, staff should adhere to this to support the child in achieving continence. Agency staff will not change nappies unless employed as a key person on a long term basis. It is not appropriate for students or volunteers to undertake intimate care and they should not be asked to do so by substantive members of staff.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves and aprons are worn
 - The procedure is discussed in a friendly and reassuring way with the child throughout the process
 - The child is encouraged to care for him/herself as far as possible
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- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves and aprons. Used nappies, wipes and gloves should be placed in a sealed nappy bag and immediately disposed of in an external bin. Items used to change or clean children should never be disposed of in the paper towel waste bin.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that intimate care is required.
- Seek another member of staff to witness intimate care if more than a routine clean is required or if staff member has cause to feel uncomfortable.
- Call parents if soiling is severe and bathing is required.
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Intimate Cleaning Procedure

Gather all the necessary items needed for cleaning the child e.g. gloves, wipes, apron and nappy sacks. Find appropriate spare clothing if required.

For those children who are still working towards continence and have more frequent accidents, parents should provide their own wipes and nappy bags as well as spare underwear and possibly spare uniform. These should all be stored in a named bag.

Wash and dry your hands.

Put on gloves and apron.

Where possible the child should remove their own soiled clothing, staff will assist where necessary. These should be bagged separately and sent home, they should not be rinsed by hand.

Staff will use wipes to clean the child where needed. Staff should wipe from front to back.

Staff are to encourage the child to become more independent in their self-care skills, providing the child with wipes and should stay with the child to supervise them whilst they do this. The level of supervision/assistance should be based on the individual child's needs and will vary accordingly.

Take off the gloves and apron and place in a nappy bag, seal bag up.

Ensure the child washes their hands with soap, warm water and paper towels.

Wash your hands using soap, warm water and paper towels.

Take the child back to the classroom.

Dispose of nappy bag in outside bin.

Pull Up Changing Procedure

Gather all the necessary items needed before each nappy change, for example, nappy, wipes, apron and nappy sack.

Parents should provide their own pull-ups, wipes and nappy bags. These should all be stored in a named bag.

Wash and dry your hands.

Put on gloves and apron.

Where possible the child should remove their own clothing and used pull-up.

The used pull-up should be placed inside the nappy sack.

Using the wipes, clean the child from front to back and place the used wipes in the nappy sack.

Staff are to encourage the child to become more independent in their self-care skills, providing the child with wipes and should stay with the child to supervise them whilst they do this.

The level of supervision/assistance should be based on the individual child's needs and will vary accordingly.

Provide child with new pull-up and encourage child to put it on themselves, along with their clothing. The level of supervision/assistance should be based on the individual child's needs and will vary accordingly.

Ensure the child washes their hands with soap, warm water and paper towels.

Wash your hands using soap, warm water and paper towels.

Take the child back to the classroom.

Dispose of nappy bag in outside bin.

Nappy Changing Procedure

Gather all the necessary items needed before each nappy change, for example, nappy, wipes, apron and nappy sack.

Parents should provide their own nappies, wipes and nappy bags. These should all be stored in a named bag.

Wash and dry your hands.

Put on gloves and apron.

For those children wearing nappies, the child should be changed on a changing mat.

Where possible the child should remove their own clothing to enable nappy changing, staff to assist where necessary.

Remove the nappy and place it inside the nappy sack.

Using the wipes, clean the child from front to back and place the used wipes in the nappy sack.

Put on new nappy

Take off the gloves and apron and place in a nappy bag.

Encourage the child to dress themselves. The level of supervision/assistance should be based on the individual child's needs and will vary accordingly.

Help the child to wash their hands using soap, warm water and paper towels.

Wash your hands using soap, warm water and paper towels.

Take the child back to the classroom.

Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

Dispose of nappy bag in outside bin.



St Andrew's C of E Infant School
Intimate Care Permission Form

Pupil Details	
Name:	Date of Birth:
Address:	Parent/Carer name/s:

I give permission for school to provide intimate care to my child. This may involve staff helping to clean / change my child in the event of them soiling themselves.

I will advise the school of anything that may affect issues of personal care (e.g. if medication is changed or my child has infection)

I understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature: _____

Name: _____

Relationship to child: _____

Date: _____

