

# Emmanuel Holcombe C of E Primary

## Intimate Care and Toileting policy

### Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

### Mission statement

In our small, friendly school, everyone respects and cares for one another  
In our community, church, home and school we work together to grown in faith and friendship  
In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding

At Emmanuel Holcombe CE Primary School we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

### **What is Intimate Care?**

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young to or are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young pupils or pupils with additional needs, may be unable to meet their own care needs for a variety of reasons and will require regular support.

### **Practicalities**

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Emmanuel Holcombe CE Primary school, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, some of our pupils with SEND (Special Educational Needs and or Disabilities), require adult assistance for their personal and intimate care needs.

### **The role of Emmanuel Holcombe staff**

School staff and Peelers Staff have access to a disabled bathroom area, with a changing mat, toilet and hand basin, with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use. If a child needs changing during school time, **one** member of staff will be available (teacher, teaching assistant, peelers staff, midday assistants), to encourage the child to do what they can independently. However, where a child is unable to clean themselves independently, **one** member of staff will assist the child, including some or all of the following tasks:

- Removing soiled clothes and or nappies
- Cleaning skin (this usually includes bottom, genitalia, legs, feet)
- Putting a clean nappy on the child
- Dressing the child - either in the child's own clothes or those provided by the school
- Wrapping their soiled clothes in plastic bags and ready to give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child

and will assist where necessary.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

### **Guidance for intimate care needs over and above accidents**

The management of all children with intimate care needs will be carefully planned. Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

One pupil will be cared for by **one adult**, unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

Intimate care arrangements will be discussed with parents/carers and the needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

### **Role of parents/carers**

Our Intimate Care and Toileting Policy is published on our website and shared with all EYFS parents and any parents. We ask all parents of EYFS pupils and any pupils needing ongoing toileting support, to sign our 'Parental Permission Form (appendix A)

Where a child has continuing incontinence problems (including children beyond EYFS), parents are expected to provide a complete set of spare clothes and baby wipes.

### **Safeguarding and Child Protection**

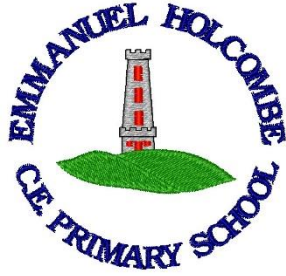
Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times. All members of staff carrying out intimate care procedures have enhanced DBS and annual Level 1 mandatory Safeguarding Training. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures. If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

## **Special Educational 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 support for each child. As with all arrangements for intimate care needs, agreements between the child, those with parental responsibility and the school should be discussed.

## **Disabilities**

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.



## Parental Permission for School Staff to Provide Intimate Care

*I understand that:*

- I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting
- I will advise the class teacher of any medical reason my child may have which affects issues of intimate care
- I understand that the intimate care provided for my child at school will be given by a familiar member of staff
- I understand that due to our staffing structure, only one member of staff will be present when providing intimate care
- I understand that the members of staff providing the care for my child have had appropriate training, including Safeguarding and enhanced DBS

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of birth: \_\_\_\_\_