



Windmill Primary School

Intimate Care and Toileting Policy



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Intimate care support

This policy is to be read alongside 'Toileting – guidelines for early years settings and schools 2015', written by Northamptonshire County Council.

At Windmill Primary School, we understand how important it is that toilet training, and routine support with personal hygiene in primary settings is recognised as intimate care.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people learn to carry out for themselves, but which some are unable to do because of their age, physical difficulties, special needs or ill health. Examples include continence and menstrual management as well as washing, toileting or dressing.

All Staff must be DBS checked and regularly trained regarding child protection and health and safety (which may include manual handling), to ensure that they are fully aware of infection control, including the use of personal protective equipment

Toileting and changing children

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, it is inevitable that from time to time, some children may not have reached this stage of development and will have accidents and need to be supported.

At Windmill Primary School, this will be planned and agreed in co-operation with the parents/carers and during the first 'Welcome' information evening in the Summer term or at their stage of transition.

Staff in the EYFS will ensure they include timing of toilet visits [e.g., after assembly; before snack, play and lunchtimes] and who will be responsible for this in the setting.

Lunchtime staff will remind the children to go to the toilet if they need to at lunchtime. Children will be allowed to go to the toilet, initially with supervision until independent and confident. They are encouraged, as they progress through the school, to use the toilet during break times.

When first entering school, children will be shown how to use the toilets and then wash and dry their hands hygienically. Visual reminders are available in the toilet areas.

All children must be supported and encouraged to achieve the highest level of autonomy that is possible, given their age and ability.



As part of the Home Visit discussion or initial transition meeting, staff will liaise with parents/carers to ensure continuity with routines at home or their previous setting and the expectations for being toilet trained if no medical or developmental problems exist. E.g. *does a boy stand or sit? Do you use a potty or insert seat? Does your child need help with their clothing?*

If parents are using 'pull ups' or pads, there should be discussion with parents about the phasing out of these, without causing the child confusion. Many children use pull ups in the same way as a nappy and they can prolong toilet training as a child does not feel that they are wet. They also mean that any accidents do not have to be dealt with straight away, so a child can become confused, especially if they are swapping between pull ups at Nursery and pants at home. For individual children, pull ups may still be agreed as the most appropriate option. Parents will consent to adults providing intimate care through a letter given during a transition meeting before the child begins school.

When a child has a specific medical or developmental condition which could impact on toileting management, then advice from the paediatrician or consultant should be sought either by the parent/carer or with permission, the designated adult e.g. teacher or SENCO. This will be formulated into a toileting plan for each individual child.

At Windmill Primary School, we ensure that the young person's dignity is maintained, and appropriate facilities are available e.g. disabled toilet in the Key stage 2 building.

Parents/carers and the child should be reassured that if the child has an accident, it is not a problem and children will not be made to feel that it is an issue. If accidents occur in other areas of the school, the child will be directed to the nearest most appropriate provision and if this is the pupil toilets, those needing to use the toilets at that time will be directed to toilets elsewhere in the school. If an accident occurs in classrooms or the hall, the rest of the class may need to be removed.

Windmill Primary School Primary Academy undertakes to support any training programme requested by a child's GP and/or the doctor or parent.

Where a child has continuing incontinence problems (i.e. past EYFS), parents are expected to continue to provide a complete set of spare clothes and baby-wipes. The school also keeps a limited stock of spare clothes in various sizes and the parents are requested to wash and return them as soon as is convenient. The school keeps a record of those to whom clothes are lent.



Best Practice

Every child's right to privacy will be respected. Careful consideration will be given as to how many staff might need to be present when a pupil needs help with intimate care. This will often depend on the nature of the accident. An intimate care plan will be written for each child as required, to clearly show allocated persons to support in the child's care.

Cameras and mobile phones should never be taken into bathroom areas by staff or children.

Where needed, parents/carers will be called to assist with the intimate care of their child. There is a shower available in school if this is required for the child to clean themselves.

Hygiene management at Windmill Primary School Primary Academy All

staff should follow good hygiene practices, which should include:

Disposable gloves should be worn, taking into account any allergies the child may have.

Systems should be in place to deal with spillages appropriately and safely.

Spillages must be cleaned with hot water and soap or antibacterial spray or wipes as appropriate.

Soiled disposable nappies need to be placed in plastic nappy bag and disposed of according to local arrangements.

Soiled clothing to be placed in double plastic bags and returned to parent/carer, where facilities for sluicing are not available.

Correct hand washing techniques should be followed.

- For adults, use hot water and soap then dry hands with disposable paper towels.
- Antibacterial gel can then also be used.
- For the child, hand washing to be done by, or supervised by adult.

Setting

Advance consideration needs to be given to offsite / residential visits including swimming pool usage where applicable.

Every child's right to privacy must be respected.

To maintain the child's dignity, they should be changed only in a designated changing area.

This area should be clean, warm and safe.

Parents will be asked to provide all necessary consumables, which could include: nappies, baby wipes, nappy sacks, and plastic bags for soiled clothing. Changes of clothing should be made available by parents/carers.



Governing Body

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.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Safeguarding

The Governors and staff of Windmill Primary School recognise that disabled children are particularly vulnerable to all forms of abuse.

Safeguarding and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safeguarding Lead for Child Protection (DSL).

The child will be involved in deciding who will support their needs but if a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and it may be appropriate for an alternative member of staff to support the child to enable them to feel comfortable.

If concerns are raised around the member of staff, parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Designated Safeguarding Lead: Rebecca Chapman

Temporary amendments due to Covid-19 restrictions. From the 1st June 2020 face masks/or visors are to be worn when intimate care is given in the bathroom area. The risk is greater in small enclosed spaces. Staff to wear all other usual PPE. Intimate care needs will be assessed and PPE will be worn when needed. Referenced in Covid-19 policy.