



TOILETING AND INTIMATE CARE POLICY

All children have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the curriculum offered at **Townville Infants' School**.

Achieving continence is one of many developmental milestones. **Townville Infants' School** will work in partnership with parents and carers to maintain a supportive and positive approach to this area. We recognise that delayed continence is not necessarily linked with learning difficulties or disabilities. However, by virtue of their immaturity, health or personal development, some children may be in nappies or have occasional accidents especially in the first few months after admission.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021, the Equality Act 2010 and the Disability Discrimination Act 2005:

Townville Infants' School will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission or support
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks – cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers – Staff at **Townville Infants' School** work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a Toileting/Personal Assistance care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

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- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare clothes
- Spare underwear

Best Practice – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff have a DBS check. Particular staff members are identified to change a child with known needs and they record their work with that child.

Where necessary **Townville Infants' School** will, with the agreement of parents consult with health professionals to support the attainment of continence.

Safeguarding – Staff are trained on the signs and symptoms of child abuse which is in line with Wakefield's Safeguarding Children's Board guidelines.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) Caroline Burden or Tracy Godber (Deputy DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/ SLT will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL/SLT, with the consent of parents/carers, will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging the affected items or placing immediately in a nappy disposal bin. When dealing with body fluids, staff members wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with. Changing areas will be cleaned after use.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Agreed: January 2021

Review Date: January 2023