



Intimate Care and Toileting Policy

<i>Status & Review Cycle</i>	Statutory, every 3 years
<i>Written by Sandra Cunningham</i>	May 2019
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<i>Next Review Date</i>	September 2025
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Intimate Care and Toileting Policy

Rationale:

CPS has written this policy to ensure that best practice and procedures are carried out at the school. All children are welcome at our school.

CPS defines *intimate care* as being any activity which involves an invasive procedure which children are unable to do themselves due to age, physical disabilities, special educational needs, medical needs or needs arising from the child's stage of development.' Examples of intimate care include:

- Dressing and undressing (underwear)
- Helping a child use the toilet or potty including toilet training
- Changing a nappy
- Cleaning/wiping/washing intimate parts of the body

This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

The Equality Act 2010; all children should be protected from discrimination and have the right to attend school without discrimination. Therefore, the child should be attended to and returned to the learning environment without delay.

At CPS, members of staff who are responsible for the intimate care of children will undertake their duties in a sensitive and professional manner.

At CPS, children will be treated with sensitivity and respect when receiving support with intimate care. Privacy must be offered depending on the children's age and development.

Daily risk assessments must take place of the toilet areas.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Infection Control Policy

Definitions:

For the purpose of this policy, 'intimate care' is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

CPS Procedures for Intimate Care:

Only staff with a valid DBS certificate are allowed to change a nappy / carry out intimate care.

Dressing and Undressing a Child

Children should be encouraged to be as independent as possible, depending upon their age and stage of development.

Nursery: where possible the changing room is utilised

Privacy should be offered and where a member of staff needs to help a child, this must be done in the toilet with the door open and other staff nearby. Parents should be informed as necessary.

Nappy Changing

Parents provide nappies, wipes and creams, which are stored in an individual named tray.

Information will be shared between staff and parents about nappy changing and toilet training and we aim to work closely to ensure consistency between home and school.

Staff must interact positively with the child and reassure them if necessary. The child will be changed by familiar adults wherever possible.

Nappy changing will only be undertaken in the designated changing area provided, which allows for privacy but is not closed off.

- A child must be changed immediately if they soil their nappy or it becomes wet.
- All children should be changed as and when needed, with a minimum of once per session, three times if they are staying all day.
- Children who have a daytime rest must have their nappy checked before going to sleep and changed/removed when they wake up.

When a child's nappy is being changed, a second member of staff should remain nearby. They do not need to be inside the changing area but must be close enough to monitor and ensure the safety and wellbeing of all children. This staff member may supervise other children using the bathroom, provided they remain within sight and hearing distance of the changing area.

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT

Procedures for Changing a Nappy

- Staff are prepared with all the necessary supplies before beginning to change a nappy
- Staff must wear a disposable apron and disposable gloves during each nappy change. Both the apron and gloves must be changed between children and disposed of immediately after each change.
- The soiled nappy and wipes are placed in a nappy bag, tied and disposed of in the dedicated disposal bin.
- The child's bottom and genitalia are cleaned thoroughly; wiping from front to back. Used wipes are disposed of in the nappy bag.

- If requested by the child's family, nappy cream may be applied using a new pair of gloves.
- A new nappy is fitted and clothing replaced (with a clean set if necessary)
- Both the staff member and the child's hands are thoroughly washed.
- The nappy change table is cleaned thoroughly with anti-bacterial spray and dried with paper towel.
- Items are returned to the child's basket and supplies are checked
- All nappy changes must be recorded on the chart with the date and time of nappy change and the member of staff initials; indicating whether the nappy was W (Wet), D (Dry) or BM (Bowel Movement), C (Cream used) or S (Sore).

Toilet Training

All staff must be available to offer support and advice to parents, as necessary to decide if their child is ready for toilet training. (See Guidelines for Toilet Training) The toilets in both Nursery and Reception are of the appropriate size for the children. Potties are also available in the Nursery.

- Children are monitored and supported when using the toilet
- Staff ensure all children thoroughly wash and dry their hands and are taught how to do so
- Staff encourage the children to manage their own personal hygiene but give support where necessary
- Staff deal with 'accidents' a calm, sympathetic manner and follow procedures for nappy changing and record this on chart
- Soiled clothes are placed in a double nappy bag and given to parents at the end of the session

Potties

Potties are available however, parents are welcome to bring the child's own potty from home if they wish to do so. These must be provided in a separate labelled bag

- Staff provide a private space for them to use the potty
- Staff wear an apron and gloves which are then disposed of
- Staff dispose of waste in the toilet and clean the potty with anti-bacterial spray
- Staff and child wash their hands thoroughly

Child Protection and Intimate Care

- Staff follow CPS Child Protection Procedures at all times (see Child Protection Policy)
- CPS will ensure that personal safety skills are taught and discussed as appropriate according to their age and level of understanding
- Staff undertaking intimate care having any safeguarding concerns must inform the Designated Safeguarding Lead (DSL) Hilary Ali immediately or a member of the Safeguarding Team; Sandra Cunningham, Susan Minter, Marita Cunniffe
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Head teacher or DSL. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed. The school may seek advice and support from partner agencies or professionals.
- Any allegations made against staff will be dealt with following the Child Protection Policy and Staff Capability Policy.

Medical Needs and Intimate Care

At CPS we will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Medical procedures must only be carried out after authorisation has been obtained from the child's parents / carer. A record of the written permission will be retained in the child's file.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures such as assisting a child with a colostomy bag.
- Any staff who undertake medical interventions will be appropriately trained.
- Medical procedures must always be undertaken with a second members of staff present.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Any questions or concerns regarding this policy should be made to the Head Teacher or Inclusion Lead

Code W (Wet), D (Dry) or BM (Bowel Movement), C (Cream used) or S (Sore)