



## **MY Schools Together** **Intimate Care Policy:**

### **Introduction**

The MY Schools Together Federation is committed to ensuring that all staff responsible for the intimate care of children will always undertake their duties in a professional manner. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, or discomfort. Children's dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

### **Definition**

We believe intimate care is any activity that is required to meet the needs of a child by carrying out an invasive procedure to intimate personal areas regularly or during a one-off incident. It includes activities such as feeding, oral care, washing, changing clothes, toileting, first aid, medical assistance, comforting, and supervising intimate self-care. In most cases, such care will involve activities to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures, only members of staff who are suitably trained and assessed as competent should undertake the procedure.

### **Our approach to best practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be always treated with respect; the child's welfare and dignity are of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist, and in line with the child's Education Health Care Plan (EHCP), where applicable.

Staff will be supported to adapt their practice in relation to the needs of individual children, considering developmental changes such as the onset of puberty or menstruation, and developmental delays. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff members will need to be present when the child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis. The needs and wishes of children and parents will be considered, wherever possible, within the constraints of staffing and equal opportunities legislation.

Caroline Spence and Susanne Morris

Agreed by governors – December 2023. Next review - December 2025



## **MY Schools Together**

### **Intimate Care – Toileting and nappy changing policy and procedures**

#### **Equality Statement**

At The MY Schools Together Federation, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school and nursery, irrespective of race, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, and age. We will follow the legal definitions of these protected characteristics, as set out in the Equality Act 2010. We aim to develop and maintain a culture of inclusion and diversity, in which all those connected with the school feel proud of their identity and able to participate fully in school life.

#### **Policy statement**

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones, there is a wide variation in the time at which children will master certain skills. Toileting is one of these skills, and it is key in contributing to independence and self-belief.

We encourage all our children to be dry when starting school. However, we recognise that there are several stages to mastering toilet training (as listed below), and that the children may be at any of these stages when they join us. It would be hugely beneficial for children to be toilet trained by the time they start school if they are physically and developmentally able to. However, no child is excluded from participating in our nursery who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We will work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. Where required, we will provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. Where this is the case, parents will be asked to sign a consent form. We see toilet training as a self-care skill that children must have the opportunity to learn with the full support and non-judgemental concern of adults.

Staff at The MY Schools Together Federation will ensure that when children are changed, both their physical and emotional needs are met. Children will be changed regularly where needed, and their changes documented accordingly. Nappies (or equivalent) or soiled/wet underwear will be changed by members of staff who have been DBS cleared.

Prior to starting the school, the nursery lead and/or the child's key person will discuss with the child's parents/carers the child's home care and changing routine. Any specific requests will be noted and followed where possible. Parents are requested to supply nappies and wipes. If barrier cream is required, parents will need to supply it in a named container.

Changing will occur only in the designated changing areas, which meet health, hygiene and safety standards. The area respects the child's right to privacy yet is also easily supervised and accessible. During toilet training, staff will encourage independence and support the child with positive reinforcement. Toilet training will be supported following discussions between the child's key person and their parent/carer. (See the further details on changing and toilet training below)

We recognise that children present in many ways with toileting independence, as listed here:

- Fully toilet trained across all settings.
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school.
- Be fully toilet trained at home but prone to accidents in new settings.
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well-structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with other development delays but are likely to master these self-care skills with support and a well-structured toilet training programme.
- Have SEND that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into Foundation Stage and Key Stage 1 provision can present a challenge to schools and may require a personal support plan to be drawn up. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children within our setting.

#### Location of changing

Whenever possible it is recommended that mobile children are changed standing up in the toilet cubicle/area. If this is not possible, the next best alternative is to change a child on a mat on a suitable surface. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

#### Resources

Changing time can be a positive learning time and an opportunity to promote independence and self-worth. Staff at both schools will ensure that there will be:

- Paper towels
- Hot running water
- Aprons and gloves for staff
- Nappy bags
- Cleaning equipment
- A bin

Parents must supply spare clothes, wipes and nappies.

Spare nappies, wipes, and clothes will also be kept in the nursery in case they are needed by any child.

#### Working with Parents/Carers

At both schools, we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Educational Health Care Plan (EHCP) will be drawn up in agreement with parents/carers to ensure full support is in place.

Where appropriate, parents/carers will be asked when their child first starts whether their child has any special words/actions/particular needs during their nappy changing procedure. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e., badly soiled nappy/strong urine etc.)

#### Home/School Agreement

Where nappies or the equivalent are still worn by the child,

Parents/carers must:

- Agree to change the child at the latest possible time before coming to school.
- Provide nappies, wet wipes and a change of clothes.
- Understand and agree procedures to be followed during changing at school.
- Agree to inform school should the child have any marks/rash.
- Agree how often the child should be routinely changed if the child is in school for the full day and who will do the changing.
- Agree to review the arrangements, in discussion with the school, should this be necessary at any point.
- Agree to encourage the child's independence and participation in toileting procedures wherever possible.
- Agree that if the child is badly soiled and/or extremely distressed after a toileting accident and school staff deem it necessary for the wellbeing of the child, the parent/carer will be called to collect the child.

The school will:

- Agree to the best of their abilities, to change the child should they soil themselves or become wet.
- Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Agree a minimum number of changes per day.
- Agree to report to the Headteacher or the Designated Safeguarding Lead should the child be distressed or if mark/ rashes are seen, or safeguarding concerns arise.
- Agree to review the arrangements, in discussion with parents/carers, should this be necessary.
- Agree to encourage the child's independence and participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

The process for the management of a child's personal care needs may need to be further clarified through a personal care plan. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet management plan may be required.

Procedure for changing a nappy/soiled or wet pants (as followed by staff)

- Consider where best to change the child and alert another member of staff that the child needs to be changed.
- Wash your hands.
- Gather all the necessary items needed before each change, for example, nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Put on gloves and an apron. A new set of gloves and disposable apron are to be used for each change.
- Place the child on a nappy changing mat if required.
- Remove the child's clothing to access the nappy/soiled or wet pants, or where age/developmentally appropriate - encourage the child to remove their clothing independently. Remove the nappy/soiled or wet pants and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack.
- Tie the nappy sack and put it in a pedal operated bin. If age/developmentally appropriate, the child will be encouraged to independently wipe themselves clean as much as possible (standing reception-aged children and above). Staff will then provide further support with cleaning where needed. If the child is deemed to be extremely soiled, parent/carer must be called to advise. Our

children's wellbeing is a fundamental priority, and if it is felt that they cannot comfortably remain at school and/or are unwell then parent/carer will be called.

- Put on a clean nappy/underwear and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a pedal operated bin.
- Support the child in dressing themselves in clean clothes (where age/developmentally appropriate).
- Help the child to wash their hands using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the classroom.
- Return to the nappy changing/toilet area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

### Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing time. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered if appropriate to reinforce the positive behaviour to the child.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

Caroline Spence and Susanne Morris  
Agreed by governors – December 2023  
Next review - December 2025



MY Schools Together  
Intimate care consent form

Child's name -

Date of birth -

Male/female -

Parent/carer's name -

Address -

I understand that:

I give permission to the school to provide appropriate intimate care support to my child in regard to their toileting, including applying nappy/barrier cream when instructed to use by myself as parent/carer.

I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care.

Signed \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_