



HOLY FAMILY
Catholic Primary School

Intimate Care/ Toileting Policy

Reviewed by Governors	Autumn 2021	Signed: <i>Pam Menn</i>
Next Review date	Autumn 2024	

Intimate Care/Toileting Policy

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. Staff carrying out intimate care will have a high awareness of child protection issues.

Staff behaviour may be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

Holy Family is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation. 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 he/she can.

Individual Intimate Care/Toileting Plans will be drawn up for particular children as appropriate to suit the circumstances of the child (Appendix 1). Each child's right to privacy will be respected.

Pupils should be encouraged to act as independently as possible and to undertake as much of their own personal care as is possible and practicable. When assistance is required, this should normally be undertaken by one member of staff, however, they should try to ensure that another appropriate adult is in the vicinity who is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible. Intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's intimate care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Holy Family and Coventry City Council Child Protection Procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding lead or deputy safeguarding lead. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or

intimate care tasks. If a child makes an allegation against a member of staff, all necessary procedures will be followed.

Toileting

If a child has soiled themselves, it is essential that staff protect the child (and themselves) by:

1. Depending on the age of the child – the child should have autonomy at all times;
2. As with other intimate care, the adult providing assistance should try to ensure that another appropriate adult is in the vicinity, is aware of the task to be undertaken and that, wherever possible, they are visible and/or audible.
3. The situation must be dealt with in a toilet.

Parents of pupils with regular soiling/wetting will be asked to leave a change of clothes in school for the use of their child.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in school for changing the child and where and when this will be carried out. This agreement allows school and parents to be aware of all issues surrounding the task from the outset. The parent/carer should provide nappies, disposal bags, wipes, changing mat etc. and parent should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin, non-allergic wet wipes, and liners to dispose of any waste.

Health & Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin,(with a liner) specifically designed for such waste. It is not classed as clinical waste.

Use of medical ointments/creams

If parents request the use of medical ointments/creams, these should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in line with the Supporting Children with Medical Conditions Policy.

Special Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

Appendix 1

Intimate care and toileting plan



Name of child:			
Date of birth:			
Class/Teacher			
Care required and how often			
Member(s) of staff who will usually carry out the care. (All staff must be fully aware of the intimate care plan & policy)			
Name:		Signature:	
Name:		Signature:	
Name:		Signature:	
Where will care tasks be carried out and what equipment resources will be required to safely carry out the procedures:			
Parent's/carer's responsibility to provide:			

Any school/home communication required:

Additional information:

I have read the Intimate care/ Toileting policy provided by Holy Family Catholic Primary School.

I give permission for the named members of staff to attend to the needs of my child as discussed and detailed above. In the event of the named staff being absent/unavailable I give permission for other members of staff to carry out the necessary care.

Name of parent/carer:

Signature:

Head Teacher/Inclusion manager

Signature:

Date:

