

# **St Cuthbert's Primary School**

## **Intimate Care**

### **Toilet Training and Nappy Changing Policy**

#### **Introduction**

St Cuthbert's takes the health and wellbeing of its pupils very seriously. The school aims to support pupils with physical disabilities and illnesses to enable them to have a full and rich academic life whilst at school.

The governing body recognises its duties and responsibilities in relation to the Equality Act 2010, which states that any pupil with an impairment affecting his/her ability to carry out normal day-to-day activities must not be discriminated against.

St Cuthbert's School 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 and dignity when intimate care is given. No child should be attended to in a way that causes distress or embarrassment.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff will work in partnership with parents/carers to provide continuity of care.

#### **Definition**

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.

#### **Our Approach to Best Practice**

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it.

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

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 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 carers will need to be present when the child is toileted but usually it will be one adult.

### **Toileting concerns for most pupils**

At times children in our care will have occasional or one-off problems which lead to soiling or incontinence. In these cases we will provide a quiet place where children can change themselves into dry clothes and wipe themselves down. This is to protect both the child and the adult involved, and reduces the risk of issues arising over intimate care.

If the soiling is too severe for a child to manage themselves, staff will call a parent and suggest that the child is taken home to be showered.

### **Toileting concerns for children with delayed continence**

St Cuthbert's will make reasonable adjustments to meet the needs of any child who experiences a delay in achieving continence.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal 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. In partnership with parents the following agreements and responsibilities will be undertaken:

- Parents will:
- Ensure that the child is changed before being brought to school.
- Provide a changing bag containing 'pull up' type nappies, wet wipes, and a change of clothing
- Understand and agree the procedures that will be followed when their child is changed
- A copy of this policy will be read and signed by parents/ carers to ensure that they understand the policies and procedures surrounding intimate care.
- Be aware that named learning support assistants will be responsible for putting in place a toilet training programme and changing the child, when necessary. Another member of staff will change the child if the named support staff are not present.
- Be aware that there will be one/ two people present when the child is changed.
- Agree to inform the staff when leaving the child at school, should the child have a rash or any marks in the nappy area.
- Agree to review the arrangements as and when necessary

Staff who provide intimate care will follow the advice from any professionals involved. Suitable equipment and facilities will be provided (within reason) to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

School Staff will:

- Take the child to the toilet at regular intervals
- Help the child to change his/her pull ups or nappies when necessary
- When the child has soiled change the child on a changing mat/ bench or standing up
- Wear an apron and gloves when changing the child
- Monitor the times and number of occasions that the child is changed each day in order to identify a pattern for toileting
- Accurate records of times, staff, and any other details of incidents of intimate care will be kept on the child's care plan
- Agree to review the arrangements as and when necessary
- Be supported to adapt their practice in relation to the needs of individual pupils,

Staff who provide intimate care will follow the advice from any professionals involved. Suitable equipment and facilities will be provided (within reason) to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

#### **Offsite visits**

Before offsite visits, including residential trips, the pupil's individual intimate plan will be amended to include procedures for intimate care whilst off the school premises. Staff will apply all the procedures described in this policy during residential and off-site visits.

Discussions will take place with parents before an offsite visit.

#### **The Protection of Children**

Staff are trained in safeguarding procedures. Staff that provide intimate care to children have a high awareness of child protection issues. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. S/he will immediately report concerns to the appropriate designated person for child protection.

Policy approved by Governors:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### **INTIMATE CARE POLICY PARENTAL AGREEMENT FORM**

I agree to support the Intimate Care Policy and practice at St Cuthbert's Primary School.

Signature of Parent / Carer .....

Print Name .....

Date .....

This policy will be reviewed 2021

## Toilet Training and Nappy Changing School Agreement

St Cuthbert's Primary School strives to be an inclusive school. In accordance with the Disability Discrimination Act St Cuthbert's will make reasonable adjustments to meet the needs of any child who experiences a delay in achieving continence.

In partnership with parents the following agreements and responsibilities will be undertaken:

Parents will:

- Ensure that the child is changed before being brought to school.
- Provide a changing bag containing 'pull up' type nappies/ nappies/continence pads as appropriate, wet wipes, and a change of clothing.
- Understand and agree the procedures that will be followed when their child is changed
- Be aware that named staff will be responsible for putting in place a toilet training programme and changing the child, when necessary. Another member of staff will change the child if the named staff are not present.
- Be aware that there will be one/ two people present when the child is changed.
- Agree to inform the staff when leaving the child at school, should the child have a rash or any marks in the nappy area.
- Agree to review the arrangements as and when necessary

School Staff will:

- Take the child to the toilet at regular intervals
- Encourage the child to become independent in copying with their toileting needs
- Help the child to change his/her pull ups (nappies/ continence pads) when necessary
- When needed change the child on a changing mat/ table
- Wear an apron and gloves when changing the child
- Monitor the times and number of occasions that the child is changed each day in order to identify a pattern for toileting
- Contact parents if their child becomes distressed or is unwell in order that he/she can be collected from school
- Agree to review the arrangements as and when necessary

We will do our best to support children in partnership with parents, but the school does need the support of parents. In some circumstances we may need, and will reserve the right, to contact parents and request that the child should be collected from school.

Parental Signature \_\_\_\_\_ Date:.....