



# Illogan School

## Toileting and Intimate Care Policy

<b>Audience:</b>	School and academy staff, particularly Headteachers and administrative staff Local Governing Bodies
<b>Reviewed:</b>	Date of Drafting: December 2017 Adopted Date: December 2017 Review Date: December 2020
<b>Policy / procedure model</b>	MAT policy: all Crofty schools use this policy Aligned: Policy to be adapted to school where indicated School policy: specific to needs of the school

All children at Illogan School 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 school life.

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 should also be read in conjunction with the following policies:

- *Positive Handling;*
- *Radicalisation and Extremism;*
- *Anti-Bullying;*
- *Behaviour management ;*
- *Equality;*
- *Code of Conduct setting out standards and acceptable behaviour for staff and volunteers;*
- *E-Safety and ICT acceptable use;*
- *Managing allegations of abuse against staff;*
- *Admission;*
- *Visitors*
- *Whistleblowing.*

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005: Illogan 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 named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- 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/ Child's key worker at Illogan School work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a 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)

- Where the care will be provided
- 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 (delete as appropriate):-

- 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 working in early years setting must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

**Safeguarding** – Staff are trained on the signs and symptoms of child abuse which is in line with Cornwall Safeguarding Children's Board guidelines and are aware of the DFE's booklet 'What to do if you think a child is being abused' and will follow the guidance given .

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) 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/ SENDCo/Headteacher 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/SENDCo/Headteacher will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

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. When dealing with body fluids, staff 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.

All staff are expected to 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.

### *Appendix 1*

#### **Crofty MAT – Intimate Care Plan**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Support Staff/CT involved: \_\_\_\_\_

Area of Need: \_\_\_\_\_

Equipment required: \_\_\_\_\_

Location of Suitable Facilities:  
\_\_\_\_\_

Frequency of Support:  
\_\_\_\_\_

Details of care being provided:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more than one person is required, reason:  
\_\_\_\_\_

Child's preferred means of communication: \_\_\_\_\_

Working Towards Independence

The child will try to:  
\_\_\_\_\_

Staff assisting will support by:  
\_\_\_\_\_  
\_\_\_\_\_

Review date: \_\_\_\_\_

**Agreed and signed**

Parents/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

Child (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Staff involved: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed date for review: \_\_\_\_\_

## *Appendix 2*

### **Crofty MAT – Toilet Management Plan – Agreement between Staff and Child/Parent/Carer**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Support Staff Name(s): \_\_\_\_\_

Support Staff/Class Teacher

As the person helping you in the toilet you can expect me to do the following:

- I will stop what I am doing to help you in the toilet as soon as you ask me;
- I will avoid all unnecessary delays;
- When you use our emergency agreed signal, I will stop what I am doing and come and help;
- I will treat you with respect and ensure your privacy and dignity is maintained at all times
- I will ask permission before touching you or your clothing;
- I will check that you are as comfortable as possible, both physically and emotionally;
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you;
- I will look and listen carefully if there is something you would like me to change about your toilet plan.

Child

As the child who needs help in the toilet you can expect me to do the following:

- I will try, whenever possible to let you know a few minutes in advance, that I need to go to the toilet, so that you can come and help me;
- I will try to use the toilet at break and lunchtimes or at the agreed times;
- I will only use the agreed emergency signal for real emergencies;
- I will tell you if I want you to stay in the room or with me in the toilet;
- I will tell you straight away if you are doing something that makes me uncomfortable or embarrassed;
- I will work with you and with my parents/carers to practice the things I need to do to become more independent in using the toilet.

Parent/Carer: \_\_\_\_\_

Child: \_\_\_\_\_

Support Staff/CT involved: \_\_\_\_\_

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

Agreed date for review: \_\_\_\_\_

*Appendix 3*

**Crofty MAT – Intimate Care Parental/Carer Permission**

I confirm/agree that:

**I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;**

**I will advise the headteacher of any medical condition/situation my child may have which affects issues of intimate care;**

**I understand that the intimate care provided for my child at School will be given by familiar members of staff;**

**I understand that I will need to provide the following:**

\_\_\_\_\_

**I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.**

Parent/Carer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

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

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address and contact details:

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