

BUCKINGHAMSHIRE COUNCIL



Thomas Hickman School

Intimate Care and Toileting Policy

Adopted by Thomas Hickman School

Date of this review: May 2024
Signed Headteacher:

Date of next review: May 2025
Signed Chair of Governors:

INTIMATE CARE AND TOILETING POLICY

Thomas Hickman School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times and in keeping with our BIRDS values e.g. **Respect** and **Independence**.

1. Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.
2. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.
3. The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
 - **Respect:** We recognise that there is a need for children and young people to be treated with respect when intimate care is given. Any soiled clothes to be discreetly packaged to avoid any embarrassment in all years, including EYFS. No child shall be attended to in a way that causes distress, embarrassment or pain.
 - **Independence:** It is generally expected that most children will be toilet trained and out of nappies before they begin at school. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.
4. In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support or training programme requested by a child's GP and/or the school doctor or parent.
5. Where a child has continuing incontinence problems (i.e. EYFS/Nursery child) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.
6. EYFS staff have access to a private bathroom area with a toilet and hand basin and access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves

for staff to use, which they must do. If a child soils him/herself during school time, one member of the EYFS staff (teacher, Key Worker) will help the child:

- a. To remove their soiled clothes
 - b. Clean skin (this usually includes bottom, genitalia, legs, feet)
 - c. Dress in the child's own clothes or those provided by the school
 - d. Double wrap soiled clothes in plastic bags and give to parents to take home.
7. At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff will contact the parent/carer. In the event of a child being reluctant and/or finally refusing, the parent/carer will be contacted immediately.
 8. Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents.
 9. In Muddy Ducks class where children are 2 and toilet training they will be permitted to wear clothing that supports this in colours in line with the uniform policy, e.g. grey jogging trousers.
 10. It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.
 11. There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
 12. 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 and menstruation.
 13. Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.
 14. Individual care plans will be drawn up for any pupil requiring regular intimate care.
 15. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.

16. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.
17. The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.
18. Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day.
19. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Procedure for changing children We will follow the changing procedure below:

- a) Gather all the necessary items needed before each nappy or clothes change.
- b) Wash and dry your hands.
- c) Put on gloves and apron. You should use a new set of gloves and apron for each nappy/clothes change.
- d) Approach the child and say or sign that it's time for a nappy change using an object of reference (nappy and wipes).
- e) Recognise that it may be more appropriate for a child to stand or sit as they are changed.
- f) If using the changing table, support the child as they climb the steps and help them onto the changing mat.
- g) Never leave the child unattended whilst they are on the changing table.
- h) Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- i) If the child's clothes are soiled, they should be bagged separately and sent home. They should not be rinsed.
- j) Using the wipes, clean the child from the front to the back and place the used wipes in the nappy sack.
- k) Tie the nappy sack and place in the bin.
- l) Put on a clean nappy and cream as necessary.
- m) Take off gloves and apron and place them in the bin.
- n) Dress the child.
- o) Help the child to wash their hands.
- p) Wash your hands using soap and paper towels.
- q) Take the child back to the room.
- r) Keep a record of the time, child, reason and adult that changed.
- s) Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands

Further Guidance

- 'Working Together to Safeguard Children', Inter-Agency Child Protection Procedures.
- Circular 10/95, Protecting Children from Abuse; The Role of the Education Service. DFEE www.dfes.gov.uk/publications/guidanceonthelaw/10_95summary

Monitoring and reviewing the policy

We aim to review this policy document regularly.