

# Intimate Care and Toileting Policy

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All children at Blanche Nevile 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 the School and the Curriculum.

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 and Health and Safety Policies.

This policy supports the safeguarding and welfare requirements of the Disability Discrimination Act 2005: Blanche Nevile 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** – covers any task 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 keyworker at **Blanche Nevile School** works 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)
- 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

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

A copy of this policy will be provided to all parents and carers of children with toileting needs during transition / admission.

**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 CRB 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 abuse in line with Haringey Safeguarding Children's Board guidelines and are aware of DoFE "Keeping Children Safe in Education" September 2016 and 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 one of the Safeguarding Designated Officers (SDO) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDO 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 SDO 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 by double bagging and placing in the correct bins. When dealing with bodily 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. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

## **Changing a soiled nappy**

- Staff can support with the changing of a soiled nappy alone in Early Years Foundation Stage (EYFS)
- Whenever possible, this should take place in the EYFS child changing area
- A clean disposable apron and gloves is worn every time a child is changed. These are kept in the Blanche Nevile Foundation Stage Classroom

- Whilst changing, children's skin is cleaned with a disposable wipe/creams if needed
- Nappies and 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a special bin.

## **Changing a wet nappy**

- Staff can support with the changing of a wet nappy alone
- Whenever possible, this should take place in the EYFS child changing area
- Wet nappies and 'pull ups' are disposed of hygienically and safely by double bagging and placing in a special bin in the Classroom

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.

Where a child has intimate care needs, a member of the Blanche Nevile team takes responsibility to provide their care. We address issues on an individual basis.

On some occasions, children come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of clean clothes for their child in a bag to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible.

If a child has needed help with meeting intimate care needs (had an accident), this is treated as confidential and shared with the parent at the end of the day.

## **Implementation**

- All members of staff in Blanche Nevile to receive training in intimate care, as needed (including adhering to Child Protection, Health and Safety, Confidentiality). This would be normally provided by a more experienced member of the team.
- Where necessary, they follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.
- Intimate Care and Toileting Policy shared with all staff

## **Intimate care / personal care plan**

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

## **Practice (supporting with toileting)**

The member of the Blanche Nevile team who provides the care forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

Where?

The toilets in Blanche Nevile School are used to attend to a child's needs. Every effort is made to ensure privacy and modesty.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

## **Working with outside agencies**

We work closely with outside agencies and utilize their knowledge and expertise where necessary.