



# **Hempshill Hall Primary School**

## **Toileting and Intimate Care Policy**

**Spring 2019**

At Hempshill, we provide a safe caring environment for our children. Our key priority is to provide an environment where they feel safe, nurtured and happy.

In order to achieve this, we have in place a group of policies that complement each other to safeguard, protect and promote the welfare of our children.

These policies are:

Attendance Policy

Behaviour Policy

SEND Policy

Child Protection Policy

Visitor and Volunteer Policy

Complaints Policy

Toileting and Intimate Care Policy

#### **Our Safeguarding Principles:**

**The welfare of the child is paramount.**

**All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.**

**All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.**

**Pupils and staff involved in child protection issues will receive appropriate support.**

All children at Hemps Hill Primary 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 supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Equality Act 2010: Hemps Hill Primary 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**

These include 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**

The toileting needs of individual children will be discussed at an initial meeting when the child starts school. Where appropriate, the child will be given the opportunity to express their views on their own intimate care and to have such views taken into account. Parents are made aware that staff are on hand to offer advice on how to toilet train and are put into contact with relevant support if needed. Parents are also asked to inform us of any medical condition which affects the child's toileting needs.

Parents are asked to supply the following if necessary:

- Spare nappies or pull-ups
- Wipes and nappy sacks
- Spare clothes
- Spare underwear

## **Best Practise**

Intimate care will be provided by a teaching assistant, special needs assistant (carer) or mid-day supervisor. The care will be given by one adult unless there is a specific reason for having more adults present. They will encourage the children to do as much for themselves as they can and lots of praise and encouragement will be given. Nappies will be changed in the KS1 or Foundation accessible toilet. Other intimate care duties may be carried out in Foundation Stage toilet.

If a child requires cream administering to intimate parts of the body, the parent is expected to sign a permission form beforehand.

In the event of a child requiring a more thorough wash than school can provide, the parent/carers will be called.

## **Safeguarding**

All staff working in school have an up to date DBS certificate. 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.

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 in the yellow clinical waste bin. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards. 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 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.

## **Home/School Partnership Agreement**

I have read the toileting and intimate care policy and understand and agree to the procedures that would be followed if my child requires toileting support or intimate care.

Signed (parent/carers): \_\_\_\_\_

Parent/carers name: \_\_\_\_\_

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