

Pentland Primary School

Intimate Care Policy and Practice 2021



Approved by LAB – Pending February 2021
Review – February 2023

Policy amended in conjunction with Stockton LA Policy and Practice Guidance to foster safer working practices for Intimate/personal Care and Dignity for the child or young person requiring adult support. (November 2016) Covid response to intimate added June200

Purpose of the guidance

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain and this policy and procedure is to help ensure good practice in this area.

Legislation

This policy will support staff to overcome any challenges and be confident they are meeting the requirements of the Early Years Foundation Stage, Special Educational Needs and Disability Act (2001), the Disability Discrimination Act (1995), Equality Act (2010) and related legislation. Children and Families Act 2014, <http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted> Education Health Care Plans 37 – 50.

The Equality Act (2010) states that the responsible body of a school must not discriminate against a person:

- (a) In the arrangements it makes for deciding who is offered admission as a pupil.
- (b) As to the terms on which it offers to admit the person as a pupil.
- (c) By not admitting the person as a pupil.

It is not acceptable to ask parents to come to change their child if a child has a recognised disability as this is a direct contravention of the Act. Also leaving any child soiled for any length of time is considered a safeguarding issue since it places the child at risk of significant harm.

Facilities

Current Department of Education recommendations for purpose built foundation stage units include an area for changing and showering children to meet and support the development needs of young children. Our school does not fall within this category but a suitable place for changing children, including providing the necessary resources is provided.

EYFS children have access to an intimate care area and equipment which age appropriate to support toilet training.

SEN children have access to suitable and age appropriate equipment for changing.

It recommended that:

1. Where possible children or young people are changed standing up
2. Less mobile children or young people, or children in EYFS will be changed on an intimate care changing bench that is suitable in relation to their size and weight.
3. Dispose of nappies observing the appropriate procedures.

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process.

Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Staffing

All staff are responsible for intimate care and can be asked to assist a child. However, in most circumstances, due to teaching commitments, it will be undertaken by support staff, but the expectation is that is the responsibility of all.

Procedure for Personal Care

The following guidelines should be followed by staff when changing a child. Parents will be made aware of the policy and procedure staff will follow should their child need changing during school time.

This includes:

- Staff to follow generic intimate care plan (in place for all children when required) or individual intimate care plan if they child has one
- Staff to wear disposable gloves and aprons while dealing with the incident;(pre COVID)
- In response to COVID guidelines full PPE should be worn when changing a child. This includes a mask and visor or other eye protection such as goggles, an apron and disposable gloves. PPE to be deposited of in nappy sack in nappy bin
- Nappies should be deposited of in nappy bin with lid (in each intimate care area)
- Soiled underwear to be double wrapped in a nappy sack and sent home;
- Changing area to be cleaned after use using cleaning spray provided and blue roll which should them be deposited of in a bin with a lid
- Hot water and liquid soap available to wash hands as soon as the task is completed following handwashing guidelines (Child and staff member to wash hands);
- Hot air dryer or paper towels available for drying hands.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision) if stated in individual care plan
- When changing a child only baby wipes and toilet tissue may be used – no other creams or cleansing agents. Unless stated in child's care plan and signed by parents.
- Antibacterial soap is available in staff toilets next to changing area.
- Parent should be informed of any bowel or bladder movements that are not 'normal' for the child by phone call or at pick up.

If a child is unduly distressed by the experience then parents will be called immediately.

Support for Parents

Home School Workers and staff will offer support and guidance to parents and are able to organise courses for parents relating to the intimate care concerns.

Partnership Working

School will make arrangements for children in special circumstances e.g. when a child with complex continence needs or delayed development is admitted. In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

In these circumstances it may be appropriate for the school to set up a staff/ parent personal care agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This includes:

The parent:

- To sign generic intimate care plan in welcome pack or speak to class teacher to complete individual intimate care plan if needed.
- Agreeing to ensure that the child is changed at the latest possible time before being brought to nursery/ school
- Providing nursery/ school with spare nappies, wipes and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary

The staff:

- Agreeing to change the child during a session when required and at set times in nursery, plus additional occasions if a child has soiled or become uncomfortably wet.
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements regularly

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the EYFS/ school is taking a holistic view of the child's needs.

Toileting and the Foundation Stage Profile

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently".

Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1 – Due to age related expectations; all KS1 children are expected to be toilet trained. However, we will support families and children if this is not the case. Change of clothes will be requested. Parents may be called if it is a significant soiling incident, where the child needs washing, or we suspect it is due to illness.

Key Stage 2 – Children will be encourage and supported to clean and change themselves, to develop independence and protect their self-esteem. Parents may be called if it is a significant soiling incident, where the child needs washing, or we suspect it is due to illness.

School nurse to be contacted if there are concerns about age related milestones not being met.

The school should:

- Have written care plans in place for any pupil who could be expected to require intimate care;
- Ensure that pupils are actively consulted about their own care plan.

Staff should:

- Adhere to the intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;
- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.

This means that adults should not:

- Change or toilet in the presence or sight of other pupils;
- Shower with pupils;
- Assist with intimate or personal care tasks which the pupil is able to undertake independently.



INDEPENDENT SELF CARE—toileting your child

Some children will be toilet trained and confident with their self-care needs when starting nursery. However, we recognise that some children will join Pentland Primary School having reached differing levels of independence and development in toileting and self-care. We have an experienced team of EYFS practitioners and age appropriate facilities which will help to support you and your child with intimate care and toilet training. Please ensure children are wearing appropriate clothes that will not hinder them toileting independently, e.g no trousers with buttons, playsuits etc. We are here to support you to ensure your child is independent in their own care.

Age band	Expectations
16-26 months 	Clearly communicates wet or soiled nappy or pants. Shows some awareness of bladder urges and shows awareness of what a potty/toilet is used for.
22-36 months	Clearly communicates need for potty or toilet. 
30-50 months	Gains more bowel and bladder control and can attend to toileting needs most of time themselves.
40-60 months	Usually dry and clear during the day.
ELG	Manage own basic hygiene and personal needs successfully including dressing and going to the toilet independently.

The staff at Pentland work in partnership with parents/carers to support the individual needs of the child. The **dignity, privacy and welfare** of any child who has a toileting accident is maintained **at all times**. If a child needs to be changed this is carried out in the specific changing area within the toilet area whilst maintaining adequate privacy for the child.

Parents/carers are made aware of these guidelines and asked to sign a 'changing' form and return it to nursery.



This parent consent form is given at the start of the nursery year to allow staff in nursery to change their child if required. If a child has been changed parents/carers are informed through a notice slip when the child is collected and the incident is recorded and signed by the staff member. If a child starts needing regular changes or patterns start to emerge then conversation will be carried out between the nursery teacher and parent/carer.



Parent/Carer Toileting Consent Form

1. I have read and understood the attached nappy changing and toileting guidelines. If my child..... has a toileting accident at nursery then I agree that my child may be helped to change into clean clothes by a member of the nursery staff.

Signed Date.....

2.If my child..... has a toileting accident I am aware I will receive notification of this change through a 'changing' slip form at the end of the nursery session when I collect my child.

Signed..... Date.....