



St Mary's C of E Primary School

Intimate Care and Toileting Policy – Spring 2021

Introduction

St Mary's Primary School is an inclusive school and as such accepts children who are delayed in achieving continence. We accept that we have an obligation to meet the needs of children and young people with delayed personal development in the same way as we would meet the individual needs of those with delayed language, or any other kind of delayed development. This policy lays out best practice in meeting the needs of those who require assistance with intimate care and toileting.

Aims

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff whose contract includes intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children as pupils.

Definition

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate care tasks specifically identified as relevant are:

- Dressing and undressing (underwear).
- Helping someone use the toilet.
- Changing nappies
- Cleaning / wiping / washing intimate parts of the body.

Personal care refers to task such as:

- Skin care / applying external medication.
- Feeding.
- Administering oral medication.
- Hair care.
- Dressing and undressing clothing.
- Washing non-intimate body parts.
- Prompting to go to the toilet.

Basic Principles

Children's intimate needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should be a general approach towards facilitating their participation in daily life. Where intimate or personal care is required then it should be given as gently and sensitively as possible. Staff should bear in mind the following principles:

- Children have a right to feel safe.
- Children have a right to education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children should be respected and valued as individuals.
- Children have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Children have a right to information and support to enable them to make appropriate choices.



St Mary's C of E Primary School Intimate Care and Toileting Policy – Spring 2021

- Children have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs or special needs.
- Children have the right to express their views and have them heard.
- A child's Intimate / Personal Care plan should be designed to lead to independence.

Pupils with intimate care needs are vulnerable so it is important that staff act in accordance with agreed procedure.

Intimate Care Plans

Parents / Carers should be encouraged to work with school staff to ensure that their child's needs are properly identified, understood and met. Parents / Carers should be closely involved in the preparation of plans for Intimate care / personal care. Plans should be clearly recorded to ensure clarity of expectations, roles and responsibilities. Records should also reflect arrangements for on-going and emergency communication between home and school, monitoring and review. It is also important that the procedure for dealing with concerns arising from personal care processes is clearly stated and understood by parents / carers and all those involved. At St Mary's Primary School we record all matters on the forms in Appendix A.

For some children an Intimate Care Plan may form part of their Special Educational Needs Support or part of their Individual Health Care Plan.

Safeguarding, Staffing and Training

All adults assisting with intimate / personal care are employees of the school and will therefore have DBS clearance. This aspect of their work should be reflected in their job description.

Personal care procedures will be carried out by two members of staff:

- Personal care staff notify the teacher discreetly, that they are taking the child to carry out a care procedure.
- A signed record is made using Appendix A Form 5.
- If a situation occurs which causes personal care staff embarrassment or concern the incident will be reported and recorded and discussed with the line manager.
- When staff are concerned about a child's actions or comments whilst carrying out personal care procedures, this should be recorded and discussed with the line manager.
- Staff will receive training which complies with Health and Safety regulations, such as dealing with bodily fluids, wearing protective clothing, Manual Handling, Child Protection, HIV and Infection, Safeguarding and Risk Assessment. Identified staff will receive training for very specific intimate care routines where relevant. Advice will be sought from the School Nurse or Health Visitors. Staff should keep a log of all training received.
- Parents will be contacted in cases of heavy soiling.

Facilities / COVID 19

There should be sufficient space, heating and ventilation to ensure safety and comfort for both staff and child.

- The disabled toilet has space, privacy and hot and cold running water.
- Children in the Nursery will be changed in the Nursery toilets.
- Children who require intimate care in Reception will be changed in the Reception toilets.
- Before and after any intimate care the adult will wash and sanitise hands.
- Antibacterial hand wash and PPE including disposable aprons, disposable gloves, surgical face masks and eye protection (face visor) will be provided and stored in this area.



St Mary's C of E Primary School Intimate Care and Toileting Policy – Spring 2021

- Used PPE and any disposable face coverings that staff have worn are disposed of in a bag which is then placed in a refuse bag and in a lidded bin.
- Soiled items should be double bagged and put in the nappy bin.
- Arrangements will be made for the disposal of any contaminated waste / clinical materials.
- Anti-bacterial spray will be provided to clean surfaces after use.
- Supplies of clean clothes (preferably the child's own) should be easily to hand so that a child is not left unattended.
- Arrangements for supporting adolescent girls who are menstruating should be in their care plan if they need support in intimate care.
- A supply of sanitary wear should be available for girls in a sensitive and discreet way.

Managing Risk

It is essential that all staff follow the guidance set out in this policy, especially in regards to:

- Training.
- Recording activities.
- Gaining consent from parents / carers.
- Care plan being written and signed with parents / carers.
- The presence of 2 adults when invasive medical procedures are performed.

Policy written by: Sarah Gorton (SENCO)

Next review due: Autumn 2021



St Mary's C of E Primary School

Intimate Care and Toileting Policy – Spring 2021

Appendix A Forms to support care, to be used as required.

Form 1

Record of other agencies involved

Child / young person's name: DOB

Name / Role	Contact address / phone / email
Parent / Carer	
GP	
School Nurse / Health Visitor	
Continence Adviser	
Home care Team (Community Paediatric Nurse)	
Physiotherapist	
Occupational Therapist	
Hospital Consultant	
Physical and Sensory Support Service	
Educational Psychologist	
Case Officer	
Early Years and Childcare Service Adviser	
Social Worker	



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Form 2

Intimate Care Management Checklist (to inform the written Intimate Care Management Plan) Child / young person's name _____

Facilities	Discussed	Action
Suitable toilet identified? Adaptations required? <ul style="list-style-type: none"> • Changing mat (easy clean surface). • Grab rails. • Step. • Easy operate locks at suitable height. • Accessible locker for supplies. • Mirror at suitable height. • Hot and cold water. • Lever taps. • Disposal unit. • Moving and Handling equipment. 		
Child / Pupil provided supplies <ul style="list-style-type: none"> • Nappies/Pull-ups. • Wipes. • Spare clothes. • Others (specify). School or setting provided supplies <ul style="list-style-type: none"> • Toilet rolls. • Bowl / bucket. • Antiseptic cleanser and cloths. • Antiseptic handwash. • Disposable gloves / aprons. • Disposal bags. 		

Staff training / communication	Discussed	Action
Advice sought from medical personnel? Manual Handling Adviser? Parental / carer involvement in the management plan Child / young person's involvement in the management plan		



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Specific training for staff in personal care role Awareness raising for all staff Other children / pupils? Consult child/young person, respect privacy How the child / young person communicates needs?		
PE issues to enable access to all activities Discrete clothing required? Privacy for changing? Specific advice required for swimming? Specialist nurse, Manual Handling Adviser?	Discussed	Action
Support Identified staff Back up staff Training for back up staff Time plan for supporting Intimate care need	Discussed	Action



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Form 3

Intimate Care Management Plan **(developed from the Intimate Care Management Checklist)**

Child / Young Person's Name: Date of Birth: Condition:

Details of assistance required:

Facilities and equipment: **(Clarify responsibility for provision of supplies eg parent / carer / school / other)**

Staffing:

Regular: Name: Time plan:

Back up:



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Training needs: **(individual staff must keep signed / dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan)**

Curriculum specific needs:

Arrangements for trips / transport:

Procedures for monitoring and complaints: **(including notification of changing needs by any relevant party)**

This current plan has been agreed by:

Name:

Role:

Signature:

Date:

Date for Review:



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Form 4

Toileting Plan

Record of Discussion with Parents / Carers

Child / young person's Name:	D.O.B:	Date Agreed:
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	Details	Action
Working Towards Independence: eg taking child / young person to toilet at timed intervals, using sign or symbol, any rewards used		
Arrangements for Nappy / Pull-ups Changing: eg who, where, arrangements for privacy		
Level of Assistance Needed: eg undressing, dressing, hand washing, talking / signing to child / young person		
Infection Control: eg wearing disposable gloves, nappy/pull-up disposal		
Sharing Information: eg if the child / young person has a napkin rash or any marks, any family customs / cultural practice		
Resources Needed: eg special seat, nappies / pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves		

Signed: Parent: Key member of staff:	Review Date:
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cc Parent / Carer



St Mary's C of E Primary School
Intimate Care and Toileting Policy – Spring 2021

Form 6

Agreement of care procedures for a child / young person with complex needs

The purpose of this agreement is to ensure that both parents / carers and professionals are in agreement with what care is given, who is providing the care and that the appropriate training is given.

Teaching of the care procedure may be carried out by the parents / carers or by the professional experienced in that procedure.

When the parents / carers and / or professional are agreed the procedure has been learned and the staff, carer feels comfortable with, and competent to administer that procedure this record should be signed by the parties. One copy should be given to the staff carer, one retained in the staff carer's personnel file and one filed in the child/young person's medical health record.

Child / young person's name: _____

Procedure: _____

Staff carers name: _____

Staff carers signature: _____

Date: _____

Parent / Carer and / or Professional

I have taught the above procedure to the named staff carer and have assessed him / her as able to perform the care as instructed.

Signed: _____

Date: _____

Designation: _____

Date reviewed: _____ Autumn Term

Date reviewed: _____ Spring Term

Date reviewed: _____ Summer Term



Appendix B

The following flow chart may be useful in developing care plans:

