



Our children leave Mile Oak thinking big with no limit on their potential. The school family works together to inspire and support every child. They learn and achieve through inspirational teaching in a lively, ambitious environment. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

Intimate Care and Toileting Policy and Procedures

Mile Oak Primary School

Date	January 2023
Review Date	January 2024

Introduction

Mile Oak Primary School's primary concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Mile Oak Primary School work in partnership with parents/carers to provide continuity of care to children wherever possible.

Mile Oak Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Mile Oak Primary School recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out a procedure that is invasive to privacy to intimate or personal areas which children are unable to do for themselves (often arising from the child's stage of development). Examples include care associated with continence and nappy changing as well as more ordinary tasks such as comforting or help with washing and eating. In most cases at school intimate care will involve procedures to do with personal hygiene.

Safeguarding

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding officer, who will follow the procedures outlined in the Safeguarding policy.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see a member of SLT at the earliest possible convenience.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded.

- The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the school.
- If an allegation is made against a member of staff, the setting will follow the procedure outlined in the Safeguarding Policy.

General procedures

Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care receive appropriate Safeguarding and Health and Safety training. All staff involved have been checked following the Disclosure & Barring Service (DBS) requirements. One child will be cared for by one adult where possible with a second adult alerted to the incident; please see below for situations where two adults will be present.

There is careful communication with each child who requires assistance with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. The needs and wishes of children and parents will be carefully considered alongside any possible constraints. Ultimately, the child has the right to refuse intimate care – verbally or through displaying dysregulated behaviour - and staff members can in no way coerce or force intimate care procedures. If the child's intimate care needs cannot be met due to this, the parent/ carer will be called to support their child in the setting.

Intimate Care procedures for children in nappies/ pull ups

- Intimate care procedures will be carried out by the child's key staff member or a familiar adult wherever possible but a second adult must be alerted and, depending on the circumstances, remain in the room throughout the procedure. The lead staff member must narrate the process aloud.
- A child will always be consulted before an intimate care routine takes place following their preferred means of communication.
- Children are checked regularly throughout the day if they are unable to communicate their changing needs. Adults will only inform parents/carers at the end of the day if there is a specific detail that needs communicating.
- Staff will use different locations depending on the circumstances. In all cases, these areas are enclosed enough to respect the child's privacy, but also afford the availability of additional adults where necessary:

- For children in reception that require a regular change, use the Bumblebee Room with one additional adult in the room.
 - For children in reception that are extremely soiled, use the disabled toilets with one additional adult to support.
 - For children across the school that need support with intimate care, the nearest toilets can be used when supporting (through narrating from afar and ensuring privacy from peers) children to change independently. Where necessary, use the infant disabled toilets with one additional adult to support.
- Larger/ mobile children can be changed standing up. The child's preference/needs will be considered, together with any assessed risks involved.
 - Staff will wash their hands and wear disposable gloves while changing a child. These items will be supplied and replenished by the school.
 - Soiled nappies, pads, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied at least once a day and the liner replaced.
 - The changing area will be cleaned with a detergent spray or soap and water.
 - Hot water and soap is available for staff to wash hands as soon as changing is finished.
 - Paper towels and a hand dryer are available.

Intimate Care procedures for wetting/ soiling accidents

- **Wetting:** One adult will support the child by narrating the process as they are guided to change independently. The child must change their underwear themselves in the toilet; the lead adult can support with uniform/ clothes, shoes and bagging dirty items. Should a child be unable to change their underwear – two adults must be present.
 - For children in reception, use the reception toilets.
 - For children across the school, use the nearest toilets.
 - In both cases, ensure the child's privacy is protected.
- **Soiling:** One adult to lead support of the child and narrate the process aloud but a second adult must be present.
 - For children in reception, use the Bumblebee Room or reception toilets if necessary.

- For children in the rest of the school, use the infant disabled toilets or if, it is not appropriate to move the child across the school. Ensure privacy is provided from peers and use the nearest toilets (intimate care resources will need to be gathered before-hand).
- **Extreme soiling:** One adult to lead support of the child and narrate the process aloud but a second adult must be present to support.
 - For all children in the school, use the disabled toilets.

Medical Needs

At Mile Oak Primary School, we endeavour to meet the needs of the whole child. We recognise that this can include medical conditions that impact on a child's ability to manage their toileting needs independently. Any medical conditions of this nature should be discussed with your child's class teacher as soon as possible, and on receipt of official documentation from your healthcare professional/s, an individual Intimate Care Plan can be implemented.

Expectations

We ask that parent/carers to:

- Support their child to become toilet trained on entry to school
- Where this is not the case, work in partnership with professionals to support their child to become toilet trained as soon as possible
- Provide nappies/pull ups, wipes and nappy sacks if your child is not yet using the toilet.
- Provide wipes, nappy sacks, knickers/underpants, socks and trousers/skirts when toilet training.

Mile Oak Primary School Staff will:

- Follow the Intimate Care Policy
- Discuss any concerns about the child's need with the parent/carer.
- Support all children to achieve the highest level of autonomy that is possible given their age and abilities.
- Always act in the best interests of the child

Persisting Intimate Care Needs

- Where a child is not toilet trained upon entry to school, and has no identified medical need, children will be referred to the school nurse. The school nurse will provide support so that the school and parents/ carers can work in partnership to ensure children are toilet trained by the October half-term.

- Due to limited staffing capacity, the parents/carers of children who still require regular changing after the October half-term break may be required to support with intimate care in school. This will be discussed in a meeting with the Early Years leader and the Senior Leadership Team; agreed care will be detailed in an individual Intimate Care Plan.

Management Declaration

I have read, understood and agree to enforce the Intimate Care & Toileting Policy.

Signature:

Printed:

Date:

Employee Declaration

I have read, understood and agree to follow the Intimate Care & Toileting Policy.

Signature:

Printed:

Date:

Parent/Carer Declaration

I have read, understood and agree to enforce the Intimate Care & Toileting Policy.

Signature:

Printed:

Date: