

# Orchard Community Primary School



## Intimate Care Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	1/2018	FS	New Policy
0.2	1/2021	FS	Reviewed

Review Frequency	Next Review Date
Every 3 years	1/2024

## **Introduction**

It is our expectation that all mainstream students without disabilities are appropriately toilet trained and able to manage their own needs competently before they start school.

This policy will apply to pupils who, for whatever reason, require toilet training or special arrangements with toileting in school.

Orchard Primary school recognises that there will be certain occasions when a child experiences problems of continence. This policy therefore also applies to pupils who occasionally need assistance with personal care.

Aims:

- To clarify the school's approach to toileting children, for staff, pupils, governors, parents or carers, and to clarify the legal requirements and responsibilities;
- To give guidance on when, and how, to provide intimate care
- To ensure that safety procedures are followed and therefore give legal protection for staff involved in the intimate care of children.

This policy also:

- Identifies the importance of working in partnership with parents/carers
- Sets out the principles of good practice
- Provides practical guidance
- Clarifies the implications of the Special Educational Needs and Disability Discrimination Acts
- Sets guidance for all children including those with special educational needs and disabilities
- Emphasises the employer's duty to safe-guard the health and safety of pupils and staff
- Provides child protection advice
- Raises awareness of the need to protect the dignity of the child.

## **Responsibilities**

The headteacher will:

- Ensure that staff and parents are informed about the intimate care policy;
- Ensure that the policy is implemented effectively;
- Ensure that staff are given sufficient training;
- Liaise with external agencies regarding the school's intimate care policy;
- Monitor the policy on a day-to-day basis, and report to governors, when requested, on the effectiveness of the policy.

The governing body will:

- Designate a governor with specific responsibility for Health and safety;
- Establish general guidelines;
- Support the Head Teacher in following these guidelines;
- Inform and consult with parents about the policy;
- Liaise with the LA and health organisations, so that the school's policy is in line with the best advice available;

## Principles of Good Practice

Under the Disability discrimination and Equal Opportunities Act, children have a right not to be discriminated against even if they are not nappy trained or have a medical condition which leads to wetting or soiling. At Orchard Primary School we aim to exercise good practice in the toileting/ changing of children who require assistance.

- Children or young people who need assistance with toilet training or special toileting arrangements must be treated with respect, dignity and sensitivity. Staff will respect the child's privacy and cultural beliefs at all times and will encourage independence and good hygiene.
- School recognises that we should work in partnership with parents and carers in planning for toileting needs and effective toilet training, acknowledging that continence and independent toileting may not be achieved by some children. In instances where pupils are not able to toilet themselves, it is the responsibility of the parents to raise the matter with the school and to determine a management plan that will clearly detail both the school's and the parent's roles and responsibilities in managing the toileting of their child.
- It is important to adopt consistent approaches at home and at school.
- The school, in partnership with parents/carers, the child and other professionals, should make and review care plans, working towards achieving maximum independence of the child with toileting.
- The school, supported by head teachers, governors, and senior managers, should positively address issues raised by toileting needs in a constructive and problem solving way.
- Staff should be provided with access to appropriate resources and facilities and be supported by clear plans, policy guidelines and training. All staff supporting pupils with toileting difficulties must receive appropriate information and specific training as required.
- Headteachers and staff should be aware of, and ensure implementation of, appropriate health and safety procedures and risk assessments.
- Headteachers, Governors and staff should be aware of their duties to comply with the SEN and Disability Discrimination Acts.

## Expectations

- Parents/ Carers can expect that the school will provide adequate changing facilities for their child.
- Parents/ Carers can expect that only staff with CRB/DBS clearance will change their child.
- It is expected that all children will be sent to school in pull-ups or ordinary pants, not nappies except in exceptional circumstances associated with a child's recognised additional needs.
- It is expected that parents/carers will seek the advice of their Health Visitor or the School Nurse for support in toilet training their child.
- It is expected that parents/carers will agree and sign a personal care plan if their child attends school not yet toilet trained.

- It is expected that parents/ carers provide adequate resources for the changing of their child (as agreed in the child's personal care plan). For example, wipes, spare pants or pull-ups, a change of clothes.

### **Changing/ toileting procedures**

- Staff members will not be expected to toilet students, or change soiled pupil's clothes unless they are aides employed in the full knowledge that toileting specific disabled pupils forms part of the role description for which they applied.
- Parents of pupils who are not disabled but have toileting mishaps will be contacted to arrange the cleaning and changing of their children, or to notify them that where a child has inadvertently soiled him or herself, staff will assist and encourage the child to remedy the situation as soon as possible.
- Aides involved in the toileting of disabled pupils will be provided with appropriate hygienic equipment, will be trained in safe hygienic practices, and will be trained in safe manual handling practices. Parents of disabled pupils who need toileting will ensure that an agreed toileting plan for their child is developed with the school.
- Due to staffing numbers, the approach of Orchard Primary School will be to ensure that the child will be assisted by one adult who oversees the child's intimate care needs. They will report to a second member of staff before taking the child to the toilet area. This second member of staff then stands within ear shot of the toilets for monitoring purposes.
- Staff who assist with toileting are aware of the child's needs and undertake their duties in a professional manner. They have a high awareness of child protection issues and have undertaken training. The behaviour of staff who assist with toileting is subject to scrutiny in order to safeguard both the child and the member of staff.
- Orchard Primary School as a principle will support a child to achieve the highest level of independence that is possible, given his or her age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child the responsibility for wiping him or herself.
- Staff will follow good hand washing procedures and encourage children to do the same.
- Children will be encouraged to use the toilet at regular intervals or be checked at regular intervals by staff (dependent on agreement set out in child's individual personal care plan).
- Soiled wipes, nappies and pull-ups will be disposed of using appropriate sanitary nappy disposal bins and collection service arranged by the school.
- A written record of children who have soiled/wet will be kept by staff and this information will be communicated to parents/carers where possible.
- Unisex disabled toilet facilities will be available at the school.
- Teachers will not prohibit a child from attending the toilet if the pupil requests to do so, but if in the teacher's judgement they believe the student is taking advantage of this privilege, they will discuss the issue with the student (and/or parents) as appropriate.
- Toilets will be well maintained and cleaned properly daily.

- A supply of spare clothes will be kept at school so that pupils who need a change of clothing for any reason is able to do so.
- If a child has soiled themselves to the extent where a shower is required, parents will be contacted and asked to collect their son/daughter.

### **Monitoring and Review of Policy**

The governing body will monitor the Intimate Care Policy on a regular basis. If the policy appears to need modification, then the Governing Body will consult widely before making these changes.