Intimate Care and Toileting Policy and Procedures

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INTIMATE CARE AND TOILETING POLICY AND PROCEDURES

1. KEY PRINCIPLES

At the New North Academy we are committed to safeguarding and promoting the welfare of children and young people.

We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect when intimate care is given.

No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

2. DEFINITION

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or contact with intimate personal areas. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather. Very young or disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

3. EXPECTATIONS

The Academy expects that most children will be toilet trained and out of nappies before they begin at the Academy. However it is inevitable that from time to time some children will have accidents and need to be attended to.

In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

4. LEGISLATION

The Governing Body recognises its duties and responsibilities in relation to the Equalities Act 2010, which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
5. TYPES OF INTIMATE CARE

It benefits children if they are out of nappies or at least working towards this by the time they start at the Academy. The Early Years team can help with advice on toilet training.

In order to help children to become aware of their bodily needs and respond to them in time, those who wish to use the toilet are always allowed to go, although they are encouraged as they progress through the Academy to use the toilet during break times. The Academy undertakes to support any training programme requested by a child’s GP and/or parent.

5.1 Nappy Changing

Any child wearing nappies will have an intimate care plan, which must be signed by the parent/carer. This plan will outline who is responsible in the Academy for changing the child, and where and when this will be carried out. This agreement allows the Academy and parents to be aware of all issues surrounding the task from the outset.

Permission to change nappies is sought as children enter the Early Years Foundation Stage (EYFS) and slips are kept on record. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and ‘baby-wipes’. The school also keeps a stock of spare clothes in various sizes.

5.1.1 Procedures for changing a nappy

Staff in the EYFS area have access to a bathroom area with a toilet and hand basin with warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use.

- Staff must wash their hands with hot water and an appropriate soap/hand cleaner both before and after nappy changing. Gloves should be worn while nappy changing. The changing area should be cleaned after each use and the nappy should be disposed of hygienically in an appropriate container. Any spillages must be cleaned up immediately.
- Staff must be mindful of the need to preserve the dignity of the child (for example, do not allow other children to watch nappy changing).
- Staff should record times/frequencies of nappy changing and note any concerns (for example unusual bowel movement), which should be reported to parents/carers when the child is collected.
- An adequate supply of nappies must be kept on the premises at all times. Where parents/carers provide the nappies, staff should notify them well in advance when the stock is depleting.

5.2 Accidents and Changing Clothes

The above guidelines for nappy changing apply to supporting a child after they have had an accident and either wet or soil themselves. Staff will need to use some judgement in how much support to offer the child depending on the situation.

It is important though that the child is not reprimanded, and is reassured and then supported – as much as possible to clean themselves and change.
If a child soils him/herself during school time, one member of staff (teacher, nursery nurse, practitioner, meals supervisor) will help the child:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

Students should not change pupils, unless supervised at all times by a permanent member of staff, and only then with parents'/carers' consent.

If consent is not gained from a parent, but a child has an toileting accident in school and needs changing, a member of the Senior Leadership Team should be consulted and a decision made on next steps with the interest of the child in mind.

Children who have particularly messy accidents may need to be discretely taken to the shower room on the first floor. This should be a last resort, but the welfare and emotional well-being of the child is paramount. The parent must be informed on collection of their child.

Adequate supplies of spare clothes, nappies and sanitary protection must be kept on the premises at all times.

Older children may wish to change their own clothes, but they should always be supervised/assisted by a member of staff to ensure that they are clean and dry before putting on the new clothes. Wet or soiled clothing should be securely wrapped and kept in an appropriate place until it can be given to parents at the end of the day.

5.3 **Diurnal Enuresis**

Pupils with diurnal enuresis will have an ICT Plan agreed with them and their parent /carer.

5.3.1 **Nocturnal Enuresis**

Where children regularly wet the bed at night and this is having an impact on them during the day, the Academy will work with the child and the family to ensure that there is support from other professionals. Staff must also be vigilant to the possibility that this may be an indication of sexual abuse and therefore must following the agreed procedures.

5.4 **Puberty and Menstruation**

Normal puberty onset can be between 8 – 13 years of age. The age of first menstruation has declined over the last 50 years but there is wide ethnic disparity.

The Academy has the following facilities in all the girl’s toilets:

- Disposal facilities for sanitary protection
- Soap and water
5.4.1 Procedures - Leaving the classroom

Girls who think they have started their period, or are having their monthly period should be allowed to leave the classroom if they request to.

Staff and other students should be mindful of any distress this may cause.

The class teacher must be made aware when a girl begins menstruating in order to support and ensure that education is not disrupted as a result.

5.4.2 PE, games and swimming

It is the expectation of the Academy that girls who are menstruating continue to take part in all activities, including Games and PE.

Pupils will be excused from swimming and a note will be required from their parent / carer.

5.4.3 Links to attendance

Class teachers will monitor any patterns of absence, which may be related to menstruation and act in accordance with the Attendance Policy.

5.4.4 Easing pain

Where a pupil is experiencing pain and discomfort this may be treated with a pain killer, a hot water bottle or other treatment, all of which has been previously agreed with the pupils’ parent / carer.

In all of the above situations, members of staff must pay attention to the level of distress and comfort of the child. If the child is ill the member of staff will telephone the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that a child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

The Academy will ensure that through the values programme and the implementation of the Bullying Policy, pupils do not experience additional embarrassment and anxiety because of a medical condition or the early onset of puberty.

6. INTIMATE CARE PLAN

Individual care plans will be drawn up for any pupil requiring regular intimate care.

Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.

There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented. Intimate care arrangements will be discussed with parents/carers and recorded on the care plan.

7. ROLES AND RESPONSIBILITIES

Headteacher
- To ensure the policy is understood and managed across the Academy.
- To ensure that the best interests of pupils are supported.
- To ensure the adequate training of staff to ensure children’s needs are met.
- To ensure, with the Inclusion Leader, adequate training is provided for staff to carry out their duties and responsibilities safely.

Teaching Staff
- To be aware of the Intimate Care and Toileting Policy and work in line with it.
- To carry out intimate care in line with whole school policy and procedures.
- To monitor arrangements for intimate care within classrooms.
- To be responsible for supporting safeguarding arrangements and being accountable for who is involved in supporting children with intimate care needs within their classroom.
- To keep records of intimate care / toileting care provided.
- To liaise with the Inclusion Leader (Senior Staff) to ensure children’s needs are met and concerns raised around health and well-being.

Support Staff
- To be aware of the Intimate Care and Toileting Policy and work in line with it.
- To carry out intimate care in line with whole school policy and procedures.
- To keep records of intimate care / toileting care provided.

Business Manager
- Preparation of reports for the Governor’s Safeguarding and Pupil Disciplinary.

Administrative Staff / Lunchtime Supervisors
- To be aware of the Intimate Care and Toileting Policy and work in line with it.
• To alert a designated member of staff (Class teacher) if they have a concern around a child’s intimate care needs.

8. TRAINING

All staff at the Academy will receive annually an update regarding this policy and associated procedures. New staff will take part in an enhanced session to ensure the necessary level of knowledge and understanding with regards to this policy.

Staff attendance at this training is compulsory. Evidence that the training has taken place and that all staff have attended will be reported to the Governors Safeguarding and Pupil Disciplinary Committee in the Autumn Term.

Staff will be taught how to change a nappy and clean a soiled child as part of their initial induction to the Academy.

Staff named on a child’s Intimate Care Plan will receive the appropriate training, according to the needs of the child, which will change over time. They will understand and follow the child’s care plan.

9. CHILD PROTECTION POLICIES

The Governors and staff at new North Academy recognise that children with disabilities are particularly vulnerable to all forms of abuse.

The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

All members of staff carrying out intimate care procedures have enhanced DBS checks. Students should only do so under the supervision of a trained member of staff. It is not appropriate for volunteers to carry out intimate care procedures.

Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child’s presentation such as unexplained marks, bruises or soreness for example, s/he will immediately report concerns to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution.

Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed Academy procedures.
10. **RECORD KEEPING**

All staff who attend to a child / pupil with regards to intimate care must record this on the appropriate pro-former and file / log with the appropriate person.

11. **MONITORING**

All records will be logged and analysed on a regular basis to identify any significant trends and issues. This information will be reported termly to the Governor’s Safeguarding and Pupil Disciplinary Committee.

12. **FURTHER INFORMATION**

Details of useful sites / further information

- CP Policy
- Bullying Policy
- EYFS Learning and Teaching Policy
Dear Parent/Carer,

Permission form for intimate care

If your child wets or soils themselves whilst they are at the Academy, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

New North Academy has an Intimate Care and Toileting Policy which is available to view on our website or a copy can be obtained from the Academy office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Verity Welch
Early Years Team Leader

Fiona Gunn-Stokes
Deputy Headteacher – EYFS and KS1

Name of Child: _____________________________________________

Class: __________________________

Please tick as appropriate

☐ I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of New North Academy

☐ I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The Academy will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer: ______________________________________

Date: ______________________
APPENDIX 2

Record of Intimate Care Intervention

Child’s Name: ________________________________________________

Class/ Year Group: ___________________________________________

Name of Support Staff Involved: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Procedure</th>
<th>Staff Signature</th>
<th>Second Signature</th>
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APPENDIX 3

Toilet Management Plan

Child’s Name: ____________________________________________________

Class/ Year Group: ________________________________________________

Name of Support Staff Involved: ___________________________________

Date of Record: ______________________________

Review Date: ______________________________

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<thead>
<tr>
<th>Area of Need</th>
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<table>
<thead>
<tr>
<th>Equipment required</th>
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<tr>
<th>Location of suitable toilet facilities</th>
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<tr>
<th>Support required</th>
<th>Frequency of support</th>
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<th>Working towards Independence</th>
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<td>NNA will</td>
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Signed: ___________________________________________ Parents/Carers

Signed: ___________________________________________ Member of Staff

Signed: ___________________________________________ Child (if appropriate)
APPENDIX 4

Risk Assessment

Child’s Name: _______________________________________________________

Age of child and class: _______________________________________________

Date of Risk Assessment: ________________________________

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1. Does weight /size/ shape of pupil present a risk?</td>
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<td>2. Does communication present a risk?</td>
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<td>3. Does comprehension present a risk?</td>
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<td>4. Is there a history of child protection concerns?</td>
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<td>5. Are there any medical considerations including pain / discomfort?</td>
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<td>6. Has there ever been allegations made by the child or family?</td>
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<td>7. Does moving and handling present a risk?</td>
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<td>8. Does behaviour present a risk?</td>
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<td>9. Is staff capability a risk? (Back injury / pregnancy)</td>
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<td>10. Are there any risks concerning individual capability of the pupil?</td>
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<td>• General Fragility</td>
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<td>• Fragile bones</td>
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<td>• Head control</td>
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<td>• Epilepsy</td>
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<td>Other</td>
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<td>11. Are there any environmental risks?</td>
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<td>Heat/ Cold</td>
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If yes is answered to any of the above complete a detailed personal care plan needs to follow.

Date: ________________________________________________

Signed: ________________________________________________

Name: ________________________________________________