



# Corringham Primary School

(Including: Corringham Primary Pre-School and Speech and Language Enhanced Provision)

# Intimate Care and Toileting Policy (including Nappies) 2017/2018

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# INTIMATE CARE AND TOILETING POLICY (including Nappies)

## Introduction

Corringham Primary School is 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.

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 exposure of the genitals. 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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act 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.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.

## Pre-School Protocols

No child who wears nappies, or equivalent, is excluded from participating in our setting. There is a designated changing room which provides the facilities and equipment to change children who are wearing nappies.

We work with parents/ carers when children are ready to begin to use the toilet, taking into consideration medical or other developmental issues, and any professional advice given. We approach this time as an opportunity for children to develop a self-care skill, with the full support and non-judgemental approach from adults.

## Procedures

### Nappies

- There is a list of the children at the setting who are in nappies, or 'pull ups', or who may need support with going to the toilet; this will be displayed in the designated changing room
- No children are ever knowingly left in wet/ soiled nappies or clothes whilst at the setting
- Children will only be changed by staff members who have completed appropriate DBS disclosures and the door of the changing room/ toilet must remain open at all times Staff members are not permitted to carry their mobile phone with them, especially in the toilet/ changing areas

- Where possible, young children are changed by their key person or other staff member they have become attached to
- A record of this is made in each child's individual changing log, which is kept in the changing room. It includes information of the time and reason for change. A summary of this information is given to the parents at the end of the session
- Changing areas are warm and there are safe areas to lay young children if they need to have their nappies changed
- Staff members are trained in the safe use of the changing unit and ensure children are never left there unattended under any circumstances
- Parents/ carers are asked to provide children with their own nappies, pull-ups and changing wipes in a bag, which are then kept on children's own coat hooks
- Gloves and aprons are put on before changing starts and the areas are prepared
- In addition, key persons ensure nappy changing is relaxed and a time to promote independence in young children. Staff members are encouraged to talk or sing with the children as they change them
- Staff members are gentle when changing and do everything possible to make it a positive experience for the child. In the circumstances a child becomes distressed at the prospect of having their nappy changed, the key person will telephone the parents/ carers and agree a course of action
- Staff members will clean the changing unit after each use and return it to its lowered position, ready to be used again
- If parents/ carers wish to use the setting's changing facilities they must inform a staff member so they can restrict access to the other children

### **Using the toilet:**

- When children are ready to begin using the toilet, key persons will work closely with the parents/ carers, providing support where necessary
- Parents/ carers will be asked to complete a 'Potty/ Toilet Training Information Record' so that a consistent approach can be used at home and in the setting
- Young children from two years should be encouraged to wear 'pull-ups', or other types of trainer pants, as soon as they appear to be ready for this, and their parents/ carers agree
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet
- Praise/ rewards systems such as stickers are used to recognise children's attempts whilst potty training
- Potties are available for young children to use whilst making the transition from wearing nappies to using the toilet

- Potties are emptied and cleaned by staff members after each use following the appropriate hygiene procedures
- Older children access the toilet when they have the need to and are encouraged to be independent. They are given time and reassurance to complete the task at their own pace, and reminders to flush the toilet and wash their hands
- Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent/ carer to take home.
- In extreme cases when pants/clothes are heavily soiled staff members will telephone parents/ carers to discuss whether they want them disposed of
- Liquid soap is made readily available in all toileting areas and paper towels are provided for the children to use to dry their hands
- Children are encouraged to wash their hands and are provided with activities which promote good hygiene, giving them the opportunity to explore soap and water

### **Primary School - Protocols**

Staff will work in close partnership with parents and carers to share information and provide continuity of care. It is generally expected that most children will be toilet trained and out of nappies before they begin at school. 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.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times.

The school undertakes to attempt and support any training programme requested by a child's GP and/or the school nurse or parent. Permission is sought as children enter Early Years Foundation Stage (EYFS) and slips are kept on record. All EYFS staff are informed of those children where no permission is given. Where a child has continuing incontinence problems 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.

EYFS staff have access to a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member of the EYFS staff will help the child:

- To 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
- Double wrap soiled clothes in plastic bags and give to parents to take home

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

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

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

### **Our approach to best practice for ultimate care needs over and above accidents.**

- The management of all children with intimate care needs will be carefully planned.
- 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
- Individual care plans will be drawn up for any pupil requiring regular intimate care
- 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 on a regular basis and recorded on the care plan
- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day
- This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

### **Child Protection**

The Governors and staff of Corringham Primary recognise that disabled children are particularly vulnerable to all forms of abuse.

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 (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Safe Guarding Lead for Child Protection.

If a child becomes distressed or unhappy about being cared for 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 procedures.