

Cestria Primary School

# **Intimate Personal Care and Toileting Policy**

## **Introduction:**

Every child has a right to:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic well being

The vast majority of children will be appropriately toilet trained and able to manage their own personal care needs competently before they start school. However, some children may not be able to manage their own needs due to developmental delay, physical disabilities or learning disabilities. Some children on the other hand may be continent, but still have personal/intimate care needs due to difficulties accessing toileting facilities or dealing with their personal care independently afterwards. These children have an educational entitlement irrespective of their difficulties with toileting and personal care.

## **Disability Discrimination Act:**

The Disability Discrimination Act provides protection for anyone who has a physical, sensory or mental impairment that has an adverse effect on his/her ability to carry out normal activities of daily living. It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. In line with this, it is unacceptable to refuse admission to children who have global developmental delay in achieving continence and are late coming out of nappies.

Educational providers have an obligation to meet the needs of pupils with delayed personal development in the same way as they would meet the individual needs of pupils with any other delayed development. Children should not be excluded from any normal pre-school or school activities because of incontinence and intimate/personal care needs.

Any admission policy that sets a blanket standard of continence, or any other aspect of development is discriminatory and therefore unlawful under the Act. All such issues have to be dealt with on an individual basis and educational establishments are expected to make reasonable adjustments to meet the needs of each pupil.

**It is essential to note that asking parents to come into school or educational setting to change their child is a direct contravention of the Disability Discrimination Act, and leaving the child in a soiled/wet nappy/pad for any length of time pending the return of a parent is a form of abuse/neglect.**

**Definition:**

Intimate/ Personal Care can be defined as care tasks of an intimate nature, requiring close personal contact involving an individual's personal space, associated with bodily functions, personal hygiene and procedures due to medical conditions – activities which require direct or indirect contact with or exposure of genitals. Examples include care associated with continence, toileting, catheterisation, menstrual management as well as tasks such as washing and bathing.

**This Policy Aims:**

- To ensure that pupils and their families are not excluded, or treated less favourably, because they have personal or intimate care needs, whether it is occasional accident or on-going support with personal/intimate care or toileting
- To ensure that every child or young person is able to easily access care, play and learning experiences in our school.
- To provide guidance to ensure that staff in educational settings are informed about their responsibilities for intimate and personal care in line with current legislation and that they are adequately supported so they can confidently and competently carry out their duties in meeting each child's individual needs.

**Objectives:**

- That children with intimate care needs or toileting issues are treated with respect, dignity and sensitivity. They should be offered choice and control in every way possible, toileting routines should suit the needs of the child and not the demands of the school routine or class requirements. It is important to take into consideration a child's preference for a particular sequence of care, as long as all necessary tasks are completed, the order in which they are completed should not be imposed by a member of staff.
- That a consistent approach is developed between home, school and other professionals in partnership. A home to school agreement will be arranged for

individual children that defines the responsibilities for each partner in the child's care.

- That a consistency in approach is developed between school staff; at least 2 members of staff will be trained in the procedures/routine required so that when the regular member of staff is absent the child's care is not compromised.
- That confidentiality and the child's dignity is respected at all times in regard to sharing information between staff.
- That all staff are aware of their duties to comply with SEN and Disability Discrimination Act, and that all reasonable adjustments are accommodated. Staff involved in delivering personal/intimate care must receive appropriate information and training and understand all associated health and safety procedures and risk assessments.

#### **Facilities/Resources:**

- A suitable place for changing and carrying out intimate care should be made available where the child's privacy and dignity can be maintained at all times.
- Any designated area should not compromise the safety of the child or the member of staff.
- When specialist equipment or adaptations are required the appropriate health professionals will be involved and additional funding should be delegated from the school's SEN budget and or the Access Initiative fund.

#### **Safeguarding:**

- Safeguarding is everyone's responsibility. The normal process of changing a child should not raise child protection concerns and there are no regulations that indicate that two members of staff must be present to supervise the changing process; few educational establishments have the staffing resources to provide two members of staff for this. Therefore one member of staff is adequate to carry out the straight forward task of changing a child. **The exception to the rule needs to be when there is a known risk of a false allegation by a child, then a single member of staff should not undertake the changing task.**
- All adults carrying out intimate care or toileting tasks should be employees of the school and enhanced CRB checks should already be in place to ensure the safety of children. Staff employed in childcare and educational establishments must act in a professional manner at all times.

- Students on work placements, voluntary staff or other parents working at the school should not attend to toileting or intimate care tasks
- Where the child is of an appropriate age and ability, their permission must be sought before any task is carried out and they should be supported to achieve the highest levels of independence and autonomy that are possible, e.g. in dressing and undressing themselves.
- Staff carrying out the intimate care/toileting should notify a colleague when they are taking the child out of the classroom for this purpose, this should be done discretely and sensitively. A written log should be kept of all personal and intimate care interventions that take place. (see Appendix 2)
- Parents should be made aware of the intimate care/toileting policy and must give consent for the child to be changed or the intimate care procedure to be carried out when they are under the care of the educational establishment. Parents must also be aware of the fact that it may only be one member of staff carrying out the changing task and there should be a written, agreed and signed consent form in place. (see Appendix 2)
- When carrying out intimate/personal care away from school, privacy and safety should be the main concern and part of the planning process.

### **Health & Safety:**

- As some pupils are more susceptible to infection, hygiene procedures are important in protecting pupils and staff from the spread of infectious diseases. Hand washing procedures and appropriate resources (vinyl gloves, aprons, liquid hand soap and disposable paper towels) should be available in close proximity to the changing area.
- The child's parents are expected to provide all changing materials (nappies, wipes, waste bags, creams etc)
- All contaminated waste or marked items should be disposed of correctly in line with the school's policy and all staff should be aware of these procedures. Arrangements should be made with the parents for soiled clothing to be taken home and they should be stored in a designated place. Any bins used for soiled items must be emptied at the end of each day.
- Any requests from the parents for use of cleaning agents or creams should be labelled with the child's name and should not be shared between other children. These should be stored in a locked storage facility.

### **Manual Handling/Specialist Training:**

- All staff that may be required to undertake manual handling of pupils or young adults should have appropriate training and instruction to ensure that they are competent and confident in their role. The Accessibility and Diversity Adviser for the Local Authority will be contacted to ensure all procedures are carried out in accordance with best practice and the maximum degree of safety for the staff and the child being cared for.
- In some instances, when the child's needs are complex, multi-disciplinary teams will be involved to give appropriate advice, training and any necessary equipment and adaptations. Parental consent and involvement are required to ensure that they are in agreement with the plans that are put in place. A care/management plan and any necessary risk assessments will be considered and addressed at this time.

