



Burford School and Nursery

'Enjoy, Achieve, Succeed Together'

INTIMATE CARE POLICY

Date policy adopted by Governing Body: January 2024	Date of next review: <i>January 2027</i>
This policy will be subject to review every 3 years by the Governing Body or more frequently in the light of changes in legislation	

Statement of Intent

It is our intention to develop independence in each child, however there will be occasions when help is required. There are an increasing number of children who, for a variety of reasons, are not fully continent when they are admitted to a setting. Settings have a duty under the Disability Discrimination Act to make reasonable adjustments to meet the needs of each child, and children should not be excluded or treated less favourably because of their incontinence. Our Intimate Care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our safeguarding of pupils.

Definition of Disability in DDA

The DDA 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 day-to-day activities. The effect must be substantial and long-term.

It is clear therefore that anyone with a named condition that affects aspects of personal development must not be discriminated against. However, it is also unacceptable to refuse admission to other children who are delayed in achieving continence. Delayed continence is not necessarily linked with learning difficulties. However, children with global developmental delay which may not have been identified by the time they enter a setting are likely to be late coming out of nappies.

Education providers have an obligation to meet the needs of children with delayed personal development in the same way as they would meet the individual needs of children with delayed language, or any other kind of delayed development. Children should not be excluded from normal school activities solely because of incontinence.

Burford School deals with such issues on an individual basis, and makes reasonable adjustments to ensure the needs of each child are met.

Aims of Policy

- To safeguard the rights and promote the welfare of children and young people
- To provide guidance and reassurance to staff whose duties include supporting toileting and continence needs
- To ensure children are treated with sensitivity and respect
- To inform parents/carers how intimate care is supported.

Principles of the Policy

The Early Years Foundation Stage Curriculum includes Physical Development as an area of Learning and the Health and Self Care aspect specifies planning for “the development of independence skills, particularly for children who are highly dependent upon adult support for personal care.” The document ‘Development Matters’ outlines within the aspect, ‘Health and Self-care’ abilities children should have in being able to “dress independently and manage their own personal hygiene.” Therefore, children entering the Nursery/Reception at Burford who have not achieved continence or developed independent toileting skills will:

- not be discriminated against in relation to their admission to school
- be supported with their toileting needs to help develop concern for their own personal hygiene, independence and well-being

Health and Safety

The school already has procedures in place for dealing with spillages of bodily fluids, e.g. when a child accidentally wets or soils themselves, or is sick whilst on the premises:

- Staff to wear aprons and disposable gloves whilst changing a child;
Aprons and disposable gloves to be disposed of in the waste disposal unit in the shared area of Reception. In Nursery, items are disposed of in the Nursery bins.
- Soiled nappies to be double wrapped and disposed of in the waste disposal unit in the shared area of Reception. In Nursery, items are disposed of in the Nursery bins.
- Changing area/toilet to be cleaned after use;
- Hot water and soap available to wash hands as soon as changing is done;
- Hot air dryer or paper towels available to dry hands

Facilities

Children are changed in the closest toilet or in the medical room, whichever is most appropriate.

Staff should be aware that:

- Changing should not take place behind locked doors, however a ‘Do Not Enter’ sign should be placed on the closed door to ensure privacy and dignity can be maintained during the process. In the Nursery setting, the door is left open and the second adult walks between the toilet and main room.
- The child should not be made to feel uncomfortable or in any way that they are a nuisance

Asking or telling parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their sister/brother is a direct contravention of the Disability Discrimination Act.

Leaving a child soiled for any length of time pending the return of the parent/carer is a form of abuse.

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

Child Protection

The normal process of assisting with personal care, e.g. changing a nappy should not raise child protection concerns. In Accordance with the Staff Code of Conduct, staff should change children in pairs. In the Nursery setting, one member of staff changes the child while the other

walks between the toilet and main room. All staff appointed at Burford School have rigorous DBS checks which are carried out to ensure the safety of children and staff. Only those members of staff who are familiar with the Intimate Care policy and all school safeguarding documentation are involved in the intimate care of children. Anticipated toileting needs which are required on a regular basis are agreed between the school and parents and, when appropriate and possible, by the child.

Safeguarding guidelines for staff

These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the toileting needs of children.

If a staff member has concerns about a colleague's intimate care practice he or she must report this to the Designated Safeguarding Lead.

1. **Involve the child in the intimate care**

Try to encourage a child's independence as far as possible in his or her toileting support. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while supporting with toileting. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

2. **Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.**

Care should not be carried out by a member of staff working alone with a child. In the Nursery, one adult will change the child, the other will walk between the toilet and main room.

3. **Make sure practice in toileting support is consistent.**

As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.

4. **Be aware of your own limitations**

Only carry out activities you understand and feel competent with. All adults must be familiar with this Intimate Care policy.

5. **If you have any concerns, you must report them.**

If you observe any unusual markings, discolouration or swelling report it immediately to the Designated Safeguarding Lead. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the designated staff member. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Headteacher (or to the Chair of Governors if the concern is about the Headteacher) who will consult the Local Authority Designated Officer in accordance with the school's policy. It should not be discussed with any other members of staff or the member of staff the allegation relates to. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Headteacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.

Partnership Working

Issues around toileting can be discussed with the Class Teacher/Phase Leader during the admissions process. Parents of children starting in Reception are invited into school for a pre-admissions meeting. The parents of Nursery children have a home visit. During these meetings parents are provided with opportunities to discuss any concerns they may have and the involvement of other agencies if necessary, e.g. Health Visitor, Inclusion Support Team. In some circumstances it may be appropriate to set up a home/school agreement for Toilet Management (See Appendix 1).

The Parents/Carers

The following is asked of from the parents:

- Agreeing to change the child at the latest possible time before coming to school;
- Providing spare nappies/wipes/underwear and a change of clothes;
- Understanding and agreeing the school procedures followed during changing;
- Agreeing to inform the school should the child have any marks/rash;
- Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be doing the changing;
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.

The School:

The school and staff are responsible for the following:

- Agreeing to change the child should they soil themselves or become wet;
- Agreeing how often the child should be routinely changed if the child is in school for the full day and who will be changing them;
- Agreeing to report to the Parent, Headteacher and SENCO should the child be distressed or if marks and undisclosed rashes are seen;
- Agreeing to review arrangements, in discussion with parents/carers, should this be necessary.
- Agreeing to implement an individual toileting management plan if this is required (See Appendix 2).

Procedure for Personal Care in School

- Agreed changing area to allow child privacy/dignity.
- Designated members of staff identified to change child including another named person in case of illness/ absence.
- Only Burford School staff members may change a child, not a volunteer or parent helper.
- All named practitioners changing the child to agree on a consistent approach in line with the Intimate Care policy.
- Staff to be provided with disposable gloves (not latex); a disposable apron, disposable cloths to wash the child and nappy sacks.
- If parents have supplied 'wet wipes' then they should only be used with that child
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Child to be washed (water only) if necessary and changed.
- Nappy to be placed in a nappy bag and disposed of safely.
- Other clothing, if wet and soiled dealt with as agreed.
- Changing area to be thoroughly cleaned.
- A child's refusal to allow themselves to be changed will result in an immediate telephone call to inform parents/carers who can choose to visit the school to change their child or take them home to change and then return to school.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation
- Staff with concerns over any aspect of supporting a child's toileting needs should discuss these with a member of SLT.

Equal Opportunities

Burford School values diversity in its community and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching

staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All governing body policies will operate within and be implemented with regard to this framework.



Home and School Agreement for Intimate Care Management

Parental Responsibilities:

- To ensure that the child is changed at the latest possible time before coming to school.
- To provide nappies/wipes/underwear and a change of clothing.
- To inform the school of any marks or rashes.
- To continue to implement timed toilet training programme at home.

School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To follow a timed toilet training programme.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Parent/Carers' Signature.....

Class Teacher's Signature.....



Appendix 2

Toileting Management Plan

Name of child:	Name of assigned adults: Name of alternative assigned adults:	Year Group/ Class:
Achievable agreed target for child:		
Date agreed target to be achieved by:		
Changing facility to be used:		
Times which child is to be routinely changed/taken to the toilet throughout the day: • • •		
Ways in which child is to be encouraged to participate in changing process: • • •		
Parent/Carer's signature:		
Class Teacher's/Assigned Adult's Signature:		
Date:		
Date at which plan is to be reviewed:		