



## Intimate Care and Toileting Policy

### 1 Introduction

All children have the right to be safe and to be treated with dignity, respect and privacy at all times.

It is of the upmost importance that every child is treated individually and that care is given with utmost consideration and sensitivity.

All matters concerning intimate care and toileting must be dealt with confidentially and sensitively.

### 2 Aims and objectives

The aim of this policy is to ensure that all parents/carers and staff who assist children with toileting and intimate care guarantee that all children are treated with courtesy, dignity, confidentiality and respect at all times.

The objective of this policy is to ensure a consistent approach within our school/setting to intimate care and support for toileting.

### 3 Intimate care and toileting

Intimate care and toileting support can involve washing, touching or carrying out a procedure to intimate personal areas. Some children may need support in doing this because of their young age, physical difficulties or other special needs. This can be as simple as reminding them to go to the toilet, but may also involve intimate care such as nappy changing.

**3.1** As outlined in the revised EYFS (March 2012), the school/setting is responsible for children's personal care skills, as an essential part of their personal development.

**3.2** Where a child has specific intimate care needs, a designated member of staff will be responsible for providing this care.

**3.3** All intimate care and toileting needs are addressed on an individual basis.

**3.4 Staff training:** All staff are trained to be knowledgeable about intimate care/personal care. They are aware of their responsibilities and the relevant policies and procedures in place. Designated staff are trained, DBS checked and where relevant, have received training for very specific intimate care procedures. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

**3.5 Intimate care/personal care plan:** If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate/personal care plan. The plan is monitored and reviewed on a regular basis.

**3.6 Practice:** The designated person who provides the intimate care (in most cases the child's key person) forms a strong, trusting relationship with the child. They will ensure

that it is a positive experience for the child which is safe and comfortable. The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.

- 3.7** The toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty. Procedures are normally carried out by the designated person. However, careful consideration is given to the child's individual circumstances to determine how many staff might need to be present when a child needs help with intimate care. If a child appears unhappy or anxious about the care being provided, the issue will be addressed to ensure the child's needs are continually met.

#### **4 Working with parents/carers**

It is important to work closely with parents to identify and ensure all children's needs are met.

- 4.1** Cultural and religious values are respected when planning for their care. Regular communication with parents/carers is essential to ensure the plan is monitored and reviewed together.

#### **5 Working with outside agencies**

The school/setting works closely with outside agencies and utilises their knowledge and expertise where necessary. The SEN leader coordinates this approach.

#### **6 Disposal of nappies, aprons and gloves safely**

The school/setting have good hygiene practices in place when disposing of waste to prevent the spread of infection, including stringent nappy changing procedures to ensure the safe disposal of waste.

- 6.1** Procedures for changing a nappy:

- A clean, disposable apron and gloves are worn by staff every time a child is changed, after having washed their hands thoroughly.
- Whilst changing them, children's skin will be cleaned with disposable wipe/creams if needed.
- Nappies, 'pull ups', gloves, aprons and wipes are disposed of hygienically and safely by bagging and placed in specific disposable bins and emptied at the end of each day.

- 6.2** We have put together a care pack for staff use. This pack contains:

- disposable gloves;
- wet wipes;
- disposable soft paper towels;
- nappy sacks/bin liners for waste;
- antiseptic handwash.

#### **7 Safeguarding children and adults**

To ensure that children are healthy and safe at all times:

- All toileting incidents must be reported straight away. This information will include: the date and time, the name of the child, the staff in attendance, the nature of the incident, the action taken and any concerns or issues. The parents are informed as soon as possible and staff should have the opportunity to raise any concerns or issues.
- Members of staff must ensure that they do not change or clean a child in a room with the door closed.

## **8 Monitoring and review**

**8.1** This policy was agreed and implemented on 10<sup>th</sup> December 2018 and is due for review October 2019

**8.2** There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Signed:**

**Date:**