



Intimate Care and Toileting Policy

New Policy approved: December 2023

Next review date: Autumn 2025

Modifications:

New policy

Appendices:

None

Introduction

The school aims to provide an inclusive learning environment that supports children with a wide range of needs. The school recognises that the vast majority of children are appropriately toilet trained and able to manage their own needs competently before they start school. This policy will apply to pupils who require support with toilet training or special arrangements with toileting in school.

Partnership with Parents/Carers

Open and supportive communication with parents (including carers) is fundamental to planning for and meeting the child's toileting needs effectively and sensitively. Many parents may feel anxious that their child is not able to use the toilet independently and may have already experienced some difficulties with toilet training and/or experienced negative attitudes from others towards the issue. For some children, their toileting needs may be relatively short term and related to initial toilet training, whereas others may require a long-term toileting program due to specific medical or SEND needs.

Principles of Good Practice

Bedgrove Infant School recognises that each child and situation is, of course, unique and will work to ensure that reasonable steps are made to support the child's toileting needs when appropriate. For children who have a specific medical or SEND need relating to toileting, the SENDCo will ensure that an Intimate Care Plan is put into place according to guidelines outlined below. In instances where soiling or wetting occurs, safeguarding procedures must be adhered to and as a result, two members of staff will tend to the child following a wetting or soiling incident.

The Children's Services Department, acting through the Early Years Development and Childcare Partnership, believes that children with toileting difficulties should be admitted into Foundation 1/Foundation 2 classes with their friends in the same way as any other child. At this stage, it is not possible to assume that failure to achieve independence with toileting is in itself an indication of special educational needs. However, there are some children who enter Foundation 1/Foundation 2 with special educational needs and/or medical conditions which indicate the need for special toileting arrangements or toileting training. These children fall within the terms of the SEN and Disability Discrimination Acts and the school setting must take reasonable steps to support them.

All children have an educational entitlement irrespective of their difficulties with toileting. Children or young people who need assistance with toilet training or special toileting arrangements will be treated with respect, dignity and sensitivity. Children who cannot achieve continence and independent toileting before starting school will be supported and the school will ensure that they work in partnership with parents and carers in planning for toileting needs and effective toilet training ensuring that the school's safeguarding procedures are followed.

Nursery

Children should be encouraged to manage as much of their self-care as possible. When a child needs support with their self-care, staff member to inform a colleague that they are supporting a child. Safeguarding procedures to be followed (e.g.: doors kept open whilst remaining dignity of the child).

Working with Parents/Carers

We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. during the settling in period or at collection time, they will be asked to change their own child's nappy.
- If a child has a disability or medical needs that may affect their personal care routine, an Intimate Care Plan will be drawn up in agreement with parents/ carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/ actions/ particular needs during the nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be shared with the parents at the end of the session (e.g. badly soiled nappy).
- At Bedgrove Infant School Nursery we will encourage all our children to work towards using the toilet when they are ready. In addition, key persons ensure that nappy changing is relaxed and at a time which promotes independence for the child.

Reception and Key Stage 1

Children should be encouraged to manage as much of their self-care as possible. When a child needs support with their self-care, staff member to inform a colleague that they are supporting a child. Safeguarding procedures to be followed (e.g.: doors kept open whilst ensuring dignity for the child). If a child has a disability or medical needs that may affect their personal care routine, an Intimate Care Plan will be drawn up in agreement with parents/carers.

Procedure for changing children

We will follow the changing procedure below:

- Gather all the necessary items needed before each nappy or clothes change.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy/clothes change.
- Approach the child and say or sign that it's time for a nappy change.
- Recognise that it may be more appropriate for a child to stand or sit as they are changed.
- If using the changing table, support the child as they climb the steps and help them onto the changing mat.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home. They should not be rinsed.
- Using the wipes, clean the child from the front to the back and place the used wipes in the nappy sack. Tie the nappy sack and place in the bin.
- Put on a clean nappy and cream as necessary.
- Take off gloves and apron and place them in the bin.
- Dress the child.
- Help the child to wash their hands.
- Wash your hands using soap and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

Protection for Staff

As far as possible, nappy changing procedures will be carried out by the child's key person. Bedgrove Infant School Nursery will take the following steps to protect our staff within the nurturing, open culture of the nursery setting:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy.
- Staff will inform the other members of staff discreetly that they are taking the child to change them.
- If a situation occurs that causes a member of staff concern the incident should be reported on CPOMS and a self-referral made on low level concerns.
- Where staff are concerned about a child's action or comments whilst carrying out the personal care procedure, this should be recorded and discussed with a DSL immediately.
- Staff will be trained in the area of intimate/ personal care for children with specific needs and procedure for safe moving and handling.
- Agency staff will not change nappies.

Children with specific medical and SEND needs:

For children who have medical and SEND needs relating to toileting, Bedgrove Infant School will facilitate and adopt consistent approaches at home and at school and recognises the importance of this which depends on the successful partnerships between the two. The school, in partnership with parents/carers, child and any other professionals involved, will make an 'Intimate Care Plan', working towards achieving maximum independence for the child with toileting. The school, supported by the Headteacher, governors, and the senior leadership team, will positively address issues raised by toileting needs in a constructive and problem-solving way.

School staff will be provided with access to appropriate resources and facilities and be supported by clear plans, policy guidelines and training. All staff supporting pupils with specific toileting difficulties must receive appropriate information and specific training as required. The Headteacher and the Senior Leadership Team will be aware of, and will ensure the implementation of, appropriate health and safety procedures and risk assessments, including the necessity for no member of staff to be alone with the child for safeguarding reasons.

Before any child with a medical or SEND need relating to toileting begins attendance the school will:

- Gather information from parents, child and any professionals involved
- Establish effective partnership with parents/carers, child and any professionals involved
- Focus on health and safety implications and determine whether a risk assessment is required
- Decide, in consultation with parents/carers, whether you need further advice from Health or Children's Services
- Arrange for any specialist advice, training, resources to be in place before the child begins attendance
- Agree a plan with parents/carers and child and document this on the 'Intimate Care Plan' agreement
- Make sure that all staff are informed and clear about their responsibilities.