



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Intimate Care, Personal Care and Toileting Policy (To include Early Years Foundation Stage)

UPDATED	REVIEW DATE
2 May 2018	1 May 2019
Name of staff members responsible for documents Mrs Andrea Gower – Assistant Head (Pastoral) and DSL Mrs Samantha Selkirk – Head of Lower School	

Introduction

At Reigate St Mary's School, we believe all children have the right to be safe and to be treated with dignity, privacy and respect, and to be able to access all aspects of the education curriculum.

Please also refer to Reigate St Mary's Touch and the Use of Restrictive Physical Intervention Policy

Aims:

- To safeguard the rights and promote the welfare of children and young people.
- To provide guidance and reassurance to staff whose contracts include intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children and young people as pupils and students.

Definition of intimate care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Teaching staff have a duty of care but should be under no obligation to provide intimate care.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing nappies
- Bathing/ showering
- Washing intimate parts of the body

Definition of personal care

Personal care may often involve touching another person, however, it is less intimate and usually has the function of personal care tasks to include:

- Skin care/applying external medication (including sun lotion)
- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet.

Basic principles

Children and young people's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life. It is essential that every child/young person is treated as an individual and that care is given as gently and as sensitively as possible. The child/young person should be encouraged to express choice and to have a positive image of his/her body.

Staff should bear in mind the following principles:

- Children/young people have a right to feel safe and secure.
- Children/young people should be respected and valued as individuals.
- Children/young people have a right to privacy, dignity and a professional approach from staff when meeting their needs.
- Give explanations of what is happening in a straightforward and reassuring way.

- Agree terminology for parts of the body and bodily functions that will be used by staff and encourage children/young people to use these terms appropriately.
- Seek the child/young person's permission before undressing if he/she is unable to do this unaided.
- Respect a child/young person's preference for a particular sequence of care.
- Encourage the child/young person to undertake as much of the procedure for themselves as possible, including washing intimate areas and dressing/undressing.
- Keep records noting responses to intimate care and any changes of behaviour.
- Children/young people have the right to information and support to enable them to make appropriate choices.
- Children/young people have the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.
- Children/young people have a right to an education and schools have a duty to identify and remove barriers to learning and participation for pupils of all abilities and needs.
- Children/young people have the right to express their views and have them heard. Schools must have complaints procedures that children and young people can access.
- A child/young person's Intimate/Personal care plan/Education Health Care Plan should be designed to lead to independence.

Procedure for Intimate Care

Parents of children in Lower School are required to complete a consent form to agree to a member of staff to support their child with intimate care. Furthermore, parents will be kept fully informed of the procedures the school follows should their child need changing during school time. This information will be shared at the Meet the New Teacher meeting. A copy of the school policy is available on request.

Guidelines for staff involved in the process as detailed below will be visibly displayed in both designated changing areas. This will ensure they follow the correct procedure.

- If at all possible children should be changed standing up.
- The child's skin should be cleaned with a disposable wipe.
- Nappy creams/lotions should be labelled with the child's name and only if prescribed for that child - they must not be shared.
- Any creams should be used sparingly as if applied too thickly they can reduce the absorbency of the nappy.
- Disposable gloves should be worn when changing nappies or cleaning a child where bodily fluids are on the skin and need cleaning off with disposable wipes. Disposable wipes should be put in a nappy bag (all KSI classrooms should have a supply of these). The nappy should be folded inward to cover faecal material and double-wrapped in a nappy bag. Soiled nappies should be disposed of into the pedal bin provided. The disposal bin should be lined with a disposable liner and emptied daily, replacing the used liner. These bins should be stored away from the reach of children.
- Any soiled or damp clothing should be placed in a plastic carrier bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
- Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
- Gloves and aprons and any items used for cleaning the changing area will be disposed of appropriately.
- Hands should be thoroughly washed afterwards.
- Should a child with particularly complex needs be admitted the school will work closely with the health care professionals involved in any forward planning activity.
- Parents must be informed through a message in the Communication Book/ Reading Record or Homework Diary.

Procedure for personal care

We ask parents/carers to apply sun cream before their child attends their session, but also provide sun cream in a named bottle for us, on completion of the Permission to Apply Sun Cream form, to apply in Green Shoots and Kindergarten and from Reception through to Year 2 we will support your child with the application as required. In Upper School the pupils are expected to apply their own sun cream, unless the pupil has SEND and then a permission to apply sun cream form would be completed and put on a child's care plan. Children will be encouraged not to share sunscreens with others due to allergies. Please also refer to the Administration of Medicine/First Aid Policy

Resources

In consideration of this, within the context of the setting the adult pupil provision is such that at almost all times there is an additional member of staff above the expected ratio. This means that a member of staff can be released to attend to a child who needs changing without impacting on the oversight of the other children within the setting. If, at any time, supervision of the children is deemed to be compromised in any way telephone contact with the Head of Lower School or with the school office will ensure that additional staff are deployed immediately to enable the personal needs of any child can be addressed as quickly as possible. Where a child has a longer term need the school's leadership team will ensure that additional resources are allocated to that area of school to enable the children's individual needs to be met.

Safeguarding

We recognise that some children and young people with disabilities, language barriers are more vulnerable to abuse and discrimination. Please read this policy in conjunction with the School's Safeguarding Policy. We have no anticipation that the changing of a child either in nappies or otherwise should raise any issues relating to safeguarding and child protection as all staff have been DBS checked and have completed safeguarding training. Therefore, it is normal practice for only one adult to be involved in attending to a child's personal needs, however, wherever possible a second member of staff will be in the vicinity. It is practice that the adult who is going to change the child informs another member of staff and the child that they are going to do this. All adults assisting with intimate/personal care are employees of the school or setting and this aspect of their work should be reflected in the job description. Volunteers or students on placement are not be involved in supporting children in this area of care.

At all times staff are encouraged to remain highly vigilant for any signs or symptom of improper practice, as they do for all activities within school. If any marks or injuries are noticed on a child during changing this should be immediately referred to a Designated Safeguarding Lead to follow up. Please refer to the safeguarding policy to see who this is.

Contenance

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to school. However, we acknowledge that there may be children with longer term continence issues for whom an individual health care plan may need to be put in place. In addition, there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self care.

No child will be refused a place in school in relation to continence issues and in house documentation for parents openly acknowledges this.

Reigate St Mary's School is committed wholeheartedly to working with children, parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfil a commitment to the promotion of our inclusive school ethos.

We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child.

Keys to success

A successful transition to independence in this area of self care is more likely to be achieved when we, as practitioners work closely with parents with a positive approach to supporting the child in this aspect of their development. The website eric.org.uk is a useful source.

Toilet Training

Starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage, there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- be fully toilet trained
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or vice versa
- may be nearly there but needs some reminders and encouragement
- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

At Reigate St Marys we work with parents to support their child in toilet training.

Health and Safety

In the Green Shoots and Kindergarten Classrooms and Beech House there are designated areas providing a suitable place for the changing of children. A risk assessment has been completed for these areas.

In both the Green Shoots Classroom and the Kindergarten in Cedar House the toilet facilities are an appropriate environment for attending to children who may also be wearing pull ups or nappies. In Beech House this is the disabled toilet area which provides additional space for attending to a child's personal needs and toilet facilities on each floor of the building.

These areas will have appropriate resources provided:

<u>Green Shoots and Kindergarten</u>	<u>Reception Classes Beech House</u>
<ol style="list-style-type: none">1. Disposable gloves and aprons2. Changing Mat3. Wet wipes4. Spare nappies and/or pull ups5. Nappy sacks6. Separate bin for disposal of nappies7. A selection of suitable spare clothing8. Plastic bags for wet/soiled clothing9. Antibacterial cleanser10. Air Freshener	<ol style="list-style-type: none">1. Disposable gloves and aprons2. Changing Mat3. Wet wipes4. Where necessary spare nappies and/or pull ups5. Nappy sacks6. Separate bin for disposal of nappies7. Spare underwear and clothing8. Plastic bags for wet/soiled clothing9. Antibacterial cleanser10. Air Freshener

If a child accidentally wets or soils himself/herself they are, whenever possible, attended to in either of the designated areas referred to above.

Intimate care arrangements must be agreed by the parents and consent forms signed for Lower School pupils on admission to the school. When intimate care has been delivered it will be recorded on a record form (attached) and parents will be informed in the Communication Book or Reading Record.

This policy must be read in conjunction with the following policies:

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Policy
- Touch and the Use of Restrictive Physical Intervention Policy
- Whistle Blowing Policy
- Guidance for Safer Working Practice for those working with children and young people in education settings 2015
- Safeguarding children, protecting staff
- Staff code of conduct policy
- **The Equality Act 2010** (replaced The Disability Discrimination Act and all amendments)

Appendix I

Procedure for Changing Children

1. Wash hands.
2. Assemble equipment including any provided by the parent (nappies, change of clothes, etc).
3. Ask child to stand on changing mat.
4. Put on gloves / apron.
5. Remove wet / soiled nappy or clothing.
6. The child's skin should be cleaned with a disposable wipe.
7. Nappies should be folded inwards on themselves and double-wrapped in a nappy bag. (Dispose of nappy/pull ups in the yellow bag bin provided).
8. Any soiled or damp clothing should be placed in a plastic bag and stored for a temporary basis in the changing area and given to parents at the end of the session.
9. Put on a new nappy and new clothing if necessary.
10. Once the child has been changed and removed from the changing area, the surface should be cleaned with a detergent spray or antibacterial wipes and left to dry.
11. Gloves and aprons and any items used for cleaning the changing area will be disposed of appropriately.
12. Hands should be thoroughly washed afterwards.

Appendix 2

Dear Green Shoots to Year 2 Parents

In Lower School there are occasions when children may require support with intimate care. Staff working with children will always be sensitive to each individual child's needs and we will involve the child as far as possible in their own intimate care, encourage independence, and being sensitive and responsive to the child's reactions, always aiming to promote his/her self-image. Students, volunteers and other parents are NOT permitted to provide intimate care. If your child is taking any medication that could cause stomach upsets or loss of bladder control it is important that you notify your child's class teacher and provide additional clothing in case, there is a need to change your child during the course of the medication.

Furthermore, we want children to be able to play in the sun safely and we aim to make it safe for the children to go outside and play without risk of being burnt. We ask that parents/carers put on sun cream before their child attends school, but also provide sun cream in a named bottle for us to administer (on completion of the Permission form) as needed. Please instil in your child that they must not share sun protection creams with others due to possible allergies.

We would be grateful if you would complete the permission slip below if you are in agreement with the above. Our Intimate Care and Toileting Policy is available on the school website.

Yours sincerely

Mrs Andrea Gower
Assistant Head (Welfare) and Lead DSL

Mrs Samantha Selkirk
Head of Lower School and Early Years DSL

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To: Mrs Andrea Gower and Mrs Sam Selkirk
Reigate St Mary's Preparatory and Choir School, Chart Lane, Reigate. RH2 7RN

Child's name: Form:

- I give permission for a member of staff to support my child with intimate care as outlined in Reigate St Marys Intimate Care and Toileting Policy.
- I agree to allow staff to apply sun cream on my child if my child is in Lower School.

(Delete as appropriate)

Signed: Date:

Appendix 3

For parents of pupils in Years 3 – 6

Dear Parents

At Reigate St Mary's we want children to be able to play in the sun safely and we aim to make it safe for the children to go outside and play without risk of being burnt. We ask that parents/carers put on sun cream before their child attends school. However, sometimes application of sun cream can be tricky for a child and we would therefore ask that you provide sun cream in a named bottle for us to administer as needed.

We would be grateful if you would complete the permission slip below to confirm your agreement for staff to assist your child in the application of sun cream. Further details can be found in the school's Intimate Care, Personal Care and Toileting Policy on the school website.

Yours sincerely

Mrs Andrea Gower
Assistant Head (Welfare) and Lead DLS

✂
To Mrs Andrea Gower, Assistant Head (Welfare) and Lead DLS
Reigate St Mary's Preparatory and Choir School, Chart Lane, Reigate. RH2 7RN

PERMISSION FOR THE APPLICATION OF SUN CREAM

- I/We confirm that we agree to our child having sun cream applied by a member of staff. We will provide the sun cream in a named bottle.

Pupil: Form:

Signed: Date:

Appendix 4

INTIMATE CARE RECORD FORM				
NAME				FORM
Key Details:				
Nappy Changing – NC Toileting Accident - TA Toileting Support - TS				
Day, Date and Time	Details	Location	Adult(s)	Comments