

(Appendix 18)



Intimate Care & Toileting Policy

Date of Policy	April 2015
People involved in writing this policy	Senior Leadership Team, SSIO
Consultation process	School teaching staff Parents School Nurses
Person responsible	Principal
Monitoring	SSIO, Principal, Deputy Principal, Keystage Coordinators Teachers
Date of Implementation	September 2015
Date of Review	August 2022

Intimate Care/Toileting Policy

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To ensure parents/carers are consulted in the intimate care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop independent skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

Definition:

Intimate care is one of the following:

- Supporting a student with dressing/undressing
- Providing comfort or support for a distressed student
- Assisting a student with toileting/changing
- Cleaning a student who has soiled him/herself, has vomited or feels unwell
- Assisting a student with eating, drinking where they are unable to manage independently

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff needs to be aware that physical contact must be kept to a minimum and be child initiated. When

comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable, this can be gently but firmly discouraged in a way which communicated that the touch, rather than the child is unacceptable.

Consent from Parents

Intimate care for toileting/changing should only be given to a child after parents/guardians have given permission for staff to clean and change the child. Parents/guardians will be asked to sign an individualized 'intimate care plan' prior to their child starting school, so that staff can clean and change their child. The 'Intimate Care Plan' that will be developed will include persons assisting the child. Parents/guardians will agree by signing off on the 'Intimate Care Plan'.

If a parent does not give consent the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parent/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives. Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. The permission will be sought on each occasion that the child soils him or herself.

If the parents and emergency contacts cannot be contacted the Principal will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact to assist the child.

Toileting/Changing/Soiling

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Individual pupil's need for privacy and dignity
- Consistency of approach to ensure pupil are comfortable and feel secure
- Pupil's reaction and communications to be recognized and responded to appropriately
- Hygiene procedures to be followed to prevent infection (protective aprons and gloves used and waste appropriately disposed of)
- Sufficient time allowed for pupil to understand routine and expectations, and be familiar with prompts used.
- Independence and progression of skills to be encouraged where possible
- Creams etc. to be used only with written permission of parents/carers
- The procedure is discussed in a friendly and reassuring way with the child thought-out the process
- The child is encouraged to care for him/herself as far as possible

- 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
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

Feeding/Drinking

The following must be taken into consideration:

- Sensitivity to pupils likes/dislikes
- Time allowed for pupils being fed to indicate needs and wishes
- Up to date information from parents/carers
- Any medical issues and implication for pupil routines
- Potential risk of aspiration and signs of this
- Appropriate training before feeding pupils via gastrostomy tube
- Hygiene and appropriate food handling guidelines
- Feeding plans for individual pupils
- Cleaning/wiping after meals to be carried out sensitively and appropriately
- Pupil's reaction and communication to be recognized and responded to appropriately

Hygiene

All staff must be familiar with normal precautions for avoiding infection must follow basic hygiene procedure and have access to protective, disposable gloves and aprons.

Protection for staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, where possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions.
- If necessary, two members of staff may be required to for intimate care procedures

Volunteer Staff & Students

It is **not appropriate** for volunteers and students to carry out any intimate care procedures.

This Policy will be reviewed annually.