



Baildon Church of England Primary School

Intimate Care Policy 2023, including Toileting

This policy should be read and reviewed in conjunction with the school's Safeguarding and Child Protection policies and guidelines.

Policy Creation: December, 2023
Policy Review Date: December, 2024

'Those who hope in the Lord will renew their strength and they will soar on wings like eagles.'

Vision Statement

We celebrate our place within God's loving family, showing respect for ourselves, others and the world around us. We are a safe, supportive community of inspired, resilient, lifelong learners, with a spirit of curiosity, where every individual is provided with the opportunity to flourish and achieve in our ever-changing world.

Rationale

The welfare of the child is paramount. The Governors of Baildon Church of England School identify that it is the responsibility of all adults to safeguard and promote the welfare of pupils. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with pupils. The Governors recognise that adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Introduction

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a pupil after they have soiled themselves) to intimate personal areas. In most cases, such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. The issue of intimate care is a sensitive one and will require staff to be respectful of the pupil's needs. The pupil's dignity should always be preserved with a high level of privacy, choice and control. There should always be a high awareness of possible safeguarding and child protection issues.

The management of all pupils with intimate care needs will be carefully planned. The pupil's welfare and dignity is of paramount importance.

Staff who provide intimate care will be trained to do so (including Safeguarding, Child Protection and Health and Safety training in moving and handling) and be fully aware of best practice. Where an assessment made by a physiotherapist/occupational therapist determines special apparatus should be used to assist such care this will be accommodated. Staff will be supported to adapt their practice in relation to the needs of individual pupils taking into account developmental changes such as the onset of puberty and menstruation.

Each pupil will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for him/her as he/she can. This may mean, for example, giving the pupil responsibility for washing themselves. Pupils with long term needs will have an individual intimate care plan drawn up.

Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil is toileted. Wherever possible, one pupil will be catered for by one adult unless there is a sound rationale for having more adults present. If this is the case, the reasons will be clearly documented. Please refer to the Toileting policy.

Wherever possible a pupil will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the pupil who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the pupil's care plan. The needs and wishes of pupils and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Pupils

Baildon CE Primary School's safeguarding procedures and the Bradford Safeguarding Board procedures will be adhered to at all times. All pupils will be taught personal safety skills carefully matched to their level of development and understanding. If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness etc. He/she will immediately report concerns to the appropriate manager/designated person for pupil protection. If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded. If a pupil makes an allegation against a member of staff, all necessary procedures will be followed. Parents/carers will be contacted and informed as part of this process in order to reach a resolution. Where deemed appropriate, staffing will be altered until the issue(s) are resolved. During this time the pupil's needs remain of paramount importance. School will seek further specialist advice from outside agencies where necessary to maximize best outcomes for the pupil.

Additional Guidance:

Guidelines for support staff carrying out toileting procedures/nappy changing at school. NNEB (Nursery Nursing Examinations Board), Levels 1, 2 and 3 teaching and support assistant contracts cover 'promoting personal care' and this includes support with continence needs.

- All adults assisting with toileting should be employees of the school and will therefore have an up to date Disclosure and Barring Service (DBS) check in place
- Where possible the adult should be familiar with the child ideally working with the child in the classroom
- The normal process of changing a nappy or soiled clothing should not raise child protection concerns, and there are no regulations that indicate a second member of staff must be available to supervise the nappy changing process. However, it is advisable that a second member of staff is in the vicinity, particularly if the child is heavily soiled
- Consult Social Services departments before changing pupils who are on the child protection register or when Social Services Teams are involved
- In cases where there is a known risk of false allegations, then 2 practitioners will be required at all times
- A student on placement should not change nappies or deal with intimate care
- Support staff involved should complete child protection training
- It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask
- Toilet training procedures should take place in a location which provides enough privacy for the child. The area should provide hygiene facilities and be sufficiently spacious to enable maximum possible personal space for the child and staff. The first aid room, located in the Y3 and 4 shared area, has sufficient space and hygiene facilities
- A Toileting Care Plan must be completed and signed by parents/carers for children who are still wearing nappies/pull-ups, or are in the process of toilet training, so that consent is granted for support in cleaning and changing of their child
- After staff have changed a child, a CPOMS log should be completed, tagging 'Intimate Care Record'

- The school will provide tissues, wet wipes, air fresheners, plastic aprons and gloves (supply is kept in the First Aid Cupboard and is only for those children on an intimate care plan)
 - See appendix 1 for further information and appendix 2 for the toileting plan template.

Parent/Carer Responsibilities

- Where a child has frequent accidents, complete a Toileting Personal Care Plan giving consent for Baidon CE staff to change their child's nappy or to assist with toileting or cleaning their child
- Where required, provide school with nappies, cleansing agents/creams, wipes and spare clothes and footwear – all clearly labelled with the child's name
- To agree to follow a programme of toilet training for their child at home
- To ensure that the child is changed at the latest possible time before being brought to school

Health and Safety Staff Responsibilities:

When attending to the intimate care of pupils, staff should be aware of the school's Health and Safety policy.

- Staff should always wear an apron and gloves when dealing with a pupil who is menstruating or has soiled.
- Any soiled waste (urinary or faecal) should be placed in a polythene waste disposal bag, which will be sealed.
- This bag should then be placed in a bin (complete with a liner) which is specifically designated for the disposal of such waste.
- The bin should be emptied regularly, (minimum on a weekly basis) and it will be collected as part of the usual refuse collection service. Note: this waste is not classed as clinical waste.
- Hand washing facilities, liquid soap, nailbrush, running water and disposable towels/tissues will be available
- Disposable gloves and plastic aprons must be worn and disposed of in the yellow clinical plastic bags in the First Aid Room
- To inform the Caretaker, or office, of any cleaning which is necessary

Body Fluids

- If body fluids come into contact with any hard areas they should be disinfected with a solution of bleach (Milton's solution) with a disposable cloth. Soft areas (i.e. carpets) will be treated with disinfectant (medical sanitiser). Bleach should never be applied directly to spillages of urine or vomit as the fumes produced are dangerous. Staff changing the child should inform the Caretaker, or office, of the cleaning which is required
- Soiled nappies and all disposable items should be placed in a yellow clinical bag (kept in the First Aid Room) and tied securely. These will be disposed of by the Caretaker or cleaning team
- Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing
- Staff must always wash and dry their hands after changing or toileting a child

Physical Contact

All staff engaged in the care and education of pupils need to exercise caution in the use of physical contact. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration and will be appropriate given their age, stage of development and background.

Staff should be aware that even well intentioned physical contact might be misconstrued directly by the pupil, an observer or by anyone the action is described to. Staff must therefore always make considered judgements when executing their duties, be prepared to justify actions and accept that all physical contact will be open to scrutiny.

Any physical contact with an individual pupil is likely to be open to question unless the justification for this is formally agreed by the pupil, the school and those with parental responsibility.

Extra caution is required by staff where a pupil is known to have suffered previous abuse or neglect. In this case the pupil may view physical contact to be associated with such previous experiences and may result in staff being more vulnerable to allegations of abuse. Additionally, many such pupils may present as extremely needy and actively seek out inappropriate physical contact. In such circumstances staff should deter the pupil minimising any negative experience. In such cases ensuring supervision will help to protect staff from possible allegations.

Special/complex health needs

Pupils with special/complex health needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered with regard to individual teaching and care plans for each pupil. As with all arrangements for intimate care needs, agreements between the pupil, those with parental responsibility and the school should be easily understood and clearly recorded.

Pupils with complex health and/or special needs may require more physical contact to assist their everyday learning. The general culture of 'limited touch' will be adapted where appropriate to the individual requirements of each pupil. The arrangements must be understood and agreed by all concerned, justified in terms of the pupil's needs, consistently applied and open to scrutiny. Consultation with colleagues and, where possible, parents/carers will take place where any deviation from the agreed arrangements is anticipated. Any deviation and the justification for it will be fully documented and reported.

Regardless of age and ability, the views and emotional responses of pupils with special needs should be actively sought (with advocacy arrangements in place for those who require assistance) in regular reviews of these intimate care arrangements.

Pupils in distress

There may be occasions when a distressed pupil needs comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain

self-aware at all times to ensure that their contact is not threatening or intrusive and is not subject to misinterpretation.

Judgement will need to take account of the circumstances of a pupil's distress, the extent and cause of the distress. Unless the pupil needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the pupil's relative or the school's pastoral team.

To minimize the risk of misinterpretation/allegation, particular care must be taken in instances which involve the same pupil over a period of time. Where a member of staff has a particular concern about the need to provide this type of care and reassurance they should seek further advice, from their line manager or other appropriately qualified person.

Positive handling

There may be occasions where it is necessary for staff to support pupils physically to prevent them from inflicting damage on either themselves, others or property. In such cases staff should use the minimum force necessary for the minimum length of time required for the pupil to regain self-control. In all cases of positive handling use, the incident is to be documented and reported to the Head teacher.

First Aid and intimate care

Staff who administer first aid should ensure wherever possible that another adult or other pupils are present and is in a designated area or space that allows dignity to be maintained. Where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the vicinity and must be made aware of the task being undertaken. Regular requirements of an intimate nature should be planned for. Please refer to the First Aid and Toileting Policy.

Physical Education and other skills coaching

Some staff are likely to come into physical contact with pupils from time to time in the course of their duties when participating in games, demonstrating an exercise or the use of equipment. Staff must be aware of the limits within which such contact should properly take place and of the possibility of misinterpretation.

Where it is anticipated that a pupil might be prone to misinterpret any such contact, alternatives should be considered, perhaps involving another member of staff or a less vulnerable pupil in the demonstration.

Changing clothes

Young people are entitled to respect and privacy when changing clothes. However, there must be the required level of supervision to safeguard young people with regard to health and safety considerations and to ensure that bullying or teasing does not occur. This means that adults should announce their intention of entering changing rooms, avoid remaining in changing rooms unless the pupil's needs require it, avoid any physical contact when pupils are in a state of undress and avoid any visually intrusive behaviour.

Given the vulnerabilities of the situation, it is strongly recommended that when supervising pupils in a state of undress, another member of staff is present. However, this may not

always be possible and therefore, staff need to be vigilant about their own conduct, e.g. adults must not change in the same place as pupils or shower with pupils.

Out of school trips, clubs etc.

Employees should take particular care when supervising pupils in the less formal atmosphere of a residential setting or after-school activity. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of staff will be no different from the behaviour expected within school. Staff involved in such activities should also be familiar with school's policy and all LA Guidance regarding out of school activities. To ensure pupils' safety, increased vigilance may be required when monitoring their behaviour on field trips, holidays etc. It is important to exercise caution so that a pupil is not compromised and the member of staff does not attract allegations of overly intrusive or abusive behaviour.

Staff should not place themselves in a position where they are in a vehicle, house or other venue alone with a pupil. Meetings with pupils away from the school premises where a chaperone will not be present are not permitted unless in exceptional circumstances where specific approval has been obtained from the Headteacher or other senior colleague with delegated authority. If staff come into contact with pupils whilst off duty, they must behave as though in their professional role and not give conflicting messages regarding their own conduct.

Monitoring:

This policy, its implementation and effectiveness will be regularly monitored by the Head Teacher and the Governing Body

Signed: V. Leather Date: 24.11.2023
Chair of Governing Body

Signed:  Date: 24.11.2023
Headteacher

Appendix 1

Toileting Plan

Promoting Personal Development - Continence and toileting

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to nursery. 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 will openly acknowledge this.

Baildon Church of England Primary 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.

Health and Safety

In school there is the disabled toilet area which provides additional space for attending to a child's personal needs. This is an appropriate environment for attending to children who may also be wearing pull ups or nappies.

Each of these areas will have appropriate resources provided:

<u>Nursery</u>	<u>Main School</u>
<ol style="list-style-type: none">1. Disposable gloves and aprons2. Wet wipes3. Nappy sacks4. Separate bin for disposal of nappies5. A selection of suitable spare clothing6. Plastic bags for wet/soiled clothing7. Antibacterial cleanser8. Air Freshener	<ol style="list-style-type: none">1. Disposable gloves and aprons2. Wet wipes3. Where necessary spare nappies and/or pull up4. Nappy sacks5. Separate bin for disposal of nappies6. Spare underwear7. Plastic bags for wet/soiled clothing8. Antibacterial cleanser9. Air Freshener

If a child accidentally wets or soils him/herself they will be attended to in either of the designated areas referred to above.

Staff involved in this procedure will be expected to wear disposable gloves.

Aprons provided will be considered appropriate for staff involved in nappy changing. Wet or soiled nappies will be double wrapped and disposed of via the normal domestic waste route.

Gloves and aprons and any items used for cleaning the changing area will be disposed of in yellow bags by double bagging and placing outside.

Wet or soiled underwear/clothing will be returned to parents. Temporary storage of these will be in the cloakrooms in a sealed bag on the peg prior to the child being collected at the end of the session.

The changing area will be cleaned after use (by staff unless after 3pm when it can be designated to member of cleaning staff).

Hot water and liquid soap and antibacterial cleanser will be available to wash hands as soon as the task is complete.

Paper towels will be available for drying hands.

Child Protection

We have no anticipation that the changing of a child either in nappies or otherwise should raise any issues of child protection as all staff have been DBS checked. Therefore it will be normal practice for only one adult to be involved in attending to a child's personal needs thus also protecting the child's dignity. The person attending to a child will always be a member of the school staff and should always make another member of staff aware of what they are doing. Students on placement will not be involved in supporting children in this area of care.

At all times staff will be 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 followed up using the schools agreed guidelines.

Agreeing a procedure for personal care

Parents will be kept fully informed of the procedures the school will follow should their child need changing during school time. This information will be shared at entry meetings and reinforced on home visits when shared by parents that the child has toileting needs.

Admission paperwork will include parental consent for children to be changed but emphasise the need for child's self esteem and confidence to toilet train them as soon as possible. A copy of the school policy will be made available on the school website or 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. (Flannels should not be used to clean bottoms).
- Nappy creams/lotions should be labelled with the child's name and **only if prescribed** for that child - they must NOT BE SHARED. In this instance, parents will need to complete the forms as required by the Administering Medication in School Policy.

- 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. 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 in the disabled toilet. 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 cloakroom 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 in yellow bags via clinical waste.
- 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.

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.

We will not assume that the child has failed to achieve full continence because this has not been attempted in the home. However, where this is the case we will have a positive and structured approach developed, in partnership with parents and carers, to ensure a successful outcome for a child.

If there is further concern that delayed continence may be linked with delays in other aspects of the child's development this will be sensitively discussed with parents and carers and a specifically planned programme be jointly developed and agreed.

There are other professionals who can help with advice and support. The Family Health Visitor or appropriate nurse will have knowledge of who can be contacted to offer support and advice in this area. Health care professionals can also carry out a full health assessment in order to rule out any medical cause of continence problems.

Partnership Working

In order to achieve a clear understanding of the shared responsibilities of both parents and school it may be appropriate to set up a mutual agreement which will define each others expectations. This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs.

The parent:

- Discussing the toilet plan with staff to ensure that all are aware of the needs of the child
- Be aware that child may need to be changed in the disabled toilet if heavily soiled

- Agreeing to ensure that the child is changed at the latest possible time before being brought to school
- Providing the school/setting with spare disposable nappies/pull-ups/underwear, a change of clothing and any prescribed creams
- Understanding and agreeing the procedures that will be followed when their child is changed at school – including the use of any cleanser or the application of any prescribed cream
- Agreeing to inform the school should the child have any marks/rash
- Agreeing to a 'minimum change' policy i.e., the school would not undertake to change the child more frequently than if s/he were at home
- Agreeing to review arrangements should this be necessary
- Agree to collecting child from school in instances where normal changing would not be sufficient due to need for a bath or more fuller cleaning

The School/setting:

- Discussing toileting needs and drawing up a toileting plan to suit the needs of the individual child
- Agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- Agreeing how often the child would be changed should the child be staying for the full day
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to discuss any marks or rashes seen

Agreeing to review arrangements



Baildon Primary School
TOILETING PERSONAL CARE PLAN

Name of Child: _____ DOB: _____ Male/Female
Class: _____

Any Other Information e.g. allergies /medical notes -

Names of who can toilet or change the child:

Resources to be used:

How wet/soiled clothes will be dealt with:

Any other arrangements:

This form should be completed by the parent/carer and a member of staff and a copy given to both

I agree that my child should be assisted with toileting or changing as described above:

Signed (Parent/Carer): _____ Date: _____

Signed (Staff member): _____ Date: _____