



**Sheerness West Federation**

**TOILETING AND INTIMATE CARE**

**POLICY**


October 19

Review: September 22

*"Dreams Come True With A Positive View"*

Policy Review Process	
Frequency of Review	3 Years
Reviewed	October 19
Reviewed By	Mrs S Mackay
Next Review Date	September 22

Policy Status	Non-Statutory
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Policy Approval			
Policy to be approved by:		FLT	
Title	Name	Signed	Dated
Chair of Governing Body	Mr D Goodwin		
Federation Headteacher	Miss H Brewer		19/11/19
Date Policy Ratified by Governing Body / FLT			19/11/2019

Document Storage

This document is stored electronically as detailed below:

- On KLZ Sharepoint where it is accessible to all SWF Staff
- On the shared network drive, accessible to FLT members only
- On the school website(s) where applicable

A hardcopy of this document is kept in the FLT Offices at Rose Street and West Minster Primary Schools and displayed in the Staff Rooms where appropriate.

**All due regard has been given to the Equality Act 2010 when creating the terms and conditions of this policy.**

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## Context

All children at **Sheerness West Federation** have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the **Sheerness West Federation**.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy and Health and Safety Policies.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2017 and the Disability Discrimination Act 2010 (**All Due Regard has been given to the Equality Act 2010 when creating the terms and conditions of this policy**): **Sheerness West Federation** will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed continence

## Intimate Care Tasks

These are any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

## Partnership with Parents/Carers

Staff at Sheerness West Federation will work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan.

The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

- Spare nappies
- Wipes and nappy sacks
- Spare Clothes
- Spare underwear

## Best Practice

When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff working in early years setting must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child. All changing incidents will be logged.

## **Safeguarding**

All staff have received appropriate safeguarding training and will follow school procedures if the need arises.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Leads (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the EYFS Lead and DSL will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSO and EYFS Lead will seek advice from other agencies (parental permission will be required to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

## **Dealing with bodily fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with bodily fluids, staff wear protective clothing (disposal plastic gloves) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home or disposed of. Sheerness West Federation staff will not rinse clothing. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Specific requirements for Home/school partnership are set out in Appendix A.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

## Appendix A

Starting school or nursery has always been an important and potentially challenging time for children and the schools that admit them. 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 a wide variation in the time at which children master the skills involved in being fully toilet trained, with this in mind, Sheerness West Federation has set out some guidelines to support toilet training.

As schools are not expected to toilet train pupils, parents are requested to train their children at home as part of their daily routine, and schools should reinforce these routines whilst avoiding any unnecessary physical contact.

During home visits, EYFS staff will discuss children's toileting levels, from this appropriate support will be put in place.

If the child has a medical issue a care plan will be created in line with their specific needs.

It is requested that all children will be sent to school in ordinary pants, not nappies except in exceptional circumstances associated with a child's recognised medical needs and a care plan has been drawn up.

Children who do not have medical needs but are still wearing nappies will be asked to meet with the Early Years staff to create a personalised focused training plan which will suggest children come to school in pants with pull ups over the top (recommended by school nurse and EYFS specialist).

For the first term children attend Nursery/Reception this will be the process, from the second term parents are asked to send their children in without nappies and ample spare clothing.

If a child is still experiencing difficulties with toilet training a meeting will be held with appropriate professionals to discuss possible medical needs.

It is appreciated that parents/carers will seek the advice of their Health Visitor (if in Nursery) or the School Nurse from Reception onwards, for support with toilet training their child.

It is expected that parents/carers provide adequate resources for the changing of their child (as agreed between parent and school). For example, wipes, spare pants or pull-ups, a change of clothes.

Staff will record in a school log when a child has had a toileting accident and report to parents, to ensure all parties are communicated with.