

Intimate Care Policy

and guidelines regarding children

SAINT JOSEPH'S



NURSERY SCHOOL

Saint Joseph's Nursery
52 Greystone Road,
Antrim

Introduction

Saint Joseph's Nursery School is committed to ensuring that all staff responsible for the intimate care of children will carry out their role in a professional manner. The school takes its responsibility seriously to safeguard and promote the welfare of the children and young people in its care.

Staff recognise that there is a need for children and young people to be treated with respect when intimate care is given. Staff will always try to give the child as much privacy as possible to limit any embarrassment, pain or distress.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

Definition

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do. Some children with additional needs may be unable to meet their own care needs for a variety of reasons and will require support.

Our approach to best practice:

- The management of all children with intimate care needs will be carefully planned.
- Staff who provide intimate care will be trained to do so (including Child Protection, and Moving and Handling where appropriate) and will be fully aware of best practice.
- If specialist equipment and facilities are required, every effort will be made to provide these as quickly as possible following assessment by a relevant professional e.g Physiotherapist, Occupational Therapist...
- There will be careful communication with the parent/carer of any pupil who requires regular intimate care to discuss their needs.
- Staff will be sensitive when communicating with children about their intimate care needs.
- Children will be supported and encouraged to achieve the highest level of independence.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.

- If a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information will be treated as confidential and communicated in person, via telephone or by letter. **(Appendix 1 & 2)**

Toileting Policy

Curricular guidance for Nursery Education indicates that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development. One of our early learning goals is to encourage children to be independent, learning to dress and undress independently and manage their own personal hygiene.

Intimate Care Procedure

Parents are reminded to provide a change of clothes for their child should a toileting accident occur. Clothes are stored in each child's 'change bag', which is hung in the toileting areas on the child's clothes peg.

Before changing a child, the staff member must alert a colleague of their actions. They will also inform a staff member when finished changing the child.

The bathroom door will remain open at all times. Other children wishing to use the bathroom can continue to do so.

Once the child has been changed the staff member will make a note in the intimate care record book. She will also sign and date it. Pare

If a child accidentally wets or soils, staff will encourage them to try and change themselves into their own clothes (or if not available school clothes) stored in their change bag. Staff will offer help and support when needed. Permission to change children will be sought from their parent/carer. (Parent Pack)

All staff will change a child for odd 'accidents' but not routinely as part of day-to-day personal care. Children will be changed in the 'open toilet area'. Staff will be provided with suitable equipment - apron, disposable protective gloves, baby wipes, plastic bags...

If a child soils him/herself during school a member of staff will help the child to:

- ❖ remove their soiled clothes
- ❖ clean skin and
- ❖ dress in the child's own clothes or those provided by the school
- ❖ Double wrap soiled clothes in plastic bags and give to parents/carers to take home.

- ❖ After changing a child the staff member will complete a 'toileting form' for the parent/carer. A staff member may also inform the parent/carer by speaking to them directly or by telephone. The parent/guardian will be reminded to provide another change of clothes in case of a subsequent accident.

Parental responsibility

Prior to starting Saint Joseph's Nursery School, parents/carers will be reminded of the school's expectation that children should be toilet trained before they start school and that the intimate care policy is available on request.

If a child is not fully toilet trained before starting school, the parents/carers must inform the school during the parent settling-in meeting. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded. Following discussion with parents/carers it may be considered helpful for the child to take a period of time to become toilet trained through use of a reduced timetable or for longer periods of time; 1 - 2 weeks.

Parents of children who have regular toileting accidents will be required to come to the school to change their child. It is essential that parents / carers recognise they are responsible for any training / changing routines for their child. School is not responsible for toilet training a child. Where a parent is aware of any concerns or issues around their child's toileting routine, they should discuss these issues with the school.

Staff responsibilities with children who have a special educational and/or a diagnosed medical need

A staff member or General Assistant will help with the intimate care of a child with special educational needs or a diagnosed medical need. There is an expectation that medical documentation will be supplied by parents /carers in order for the school to provide additional assistance with intimate care. Individual care plans will be put in place if required.

If a child wearing a nappy need to be changed this will be carried out in the agreed location. The child's soiled clothes will be tied securely in a plastic bag and placed on the child's peg. Any soiled nappies will be placed in an empty plastic bag, tied tightly and deposited in the outside bin. A changing record will be maintained.

School Trips

With regard to the care of children who regularly soil themselves and their participation in school trips the school recognises that day trips and residential visits enrich the learning experience for all children. The school will undertake a risk assessment for the individual child and facilitate their participation in school visits by inviting, where possible, a parent/carer to attend the trip or by using another suitably trained member of staff.

Staff responsibilities with children

School does not have staffing levels to accommodate staff regularly having to attend to an individual's hygiene. In the event of a child needing to be changed on a rare occasion, one member of staff will help them. Staff will inform a colleague that they are supporting a child who needs changed. This ensures we safeguard our staff and comply with Safeguarding procedures.

Where permission for changing a child has not been completed/given by a parent and a child needs help with intimate care (in the case of a toilet 'accident') then parents/carers will be required to attend school urgently.

In order to help the children to become aware of their bodily needs and respond to them in time, children are free to go the toilet when needed. Toilets are part of our open plan system and are easily accessible.

Safeguarding

The Governors and staff of Saint Joseph's Nursery School recognise that children with additional needs are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to the Designated Person for Child Protection. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.

Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff, this will be investigated in accordance with agreed procedures.

Supporting Parents/Carers

The school undertakes to attempt and support any training programme requested by a child's GP and/or the school nurse or parent. At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill, a member of staff will telephone the parent/carer. In the event a child is reluctant and refuses to visit the toilet the parent/carer will be contacted to discuss any underlying issues. Our intention is that the child will never be left in soiled clothing, and as soon as a member of staff is aware of the situation, she will clean the child or telephone the parent/carer.

It is intended that the child will only receive positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively encourage the child in his/her efforts to gain these skills.

Implementation, monitoring and review

Implementation of this policy is the responsibility of the Principal and Governors. Verbal feedback will include evaluative feedback from children, as well as teaching and support staff. There will be an on-going opportunity for staff to discuss with the Principal any issues or problems regarding the Toileting policy.

This policy will be regularly reviewed and consideration given to the implications for future whole school development planning. This policy has been read, amended and approved by the staff, Principal and Governors in March 2016.

PERSONAL HYGIENE RECORD

Appendix 2



_____ needed his/her clothes changed in school today.



- He/She was able to change her/himself.
- He/she needed adult support.
- He/she changed into own clothes.
- He/she changed into school clothes. **
- Pants wet/soiled.
- Wet at the water/messy play/while playing outdoors/sickness

** Please return clothes to school as soon as possible. Thank you.

