

## **St Mark's Intimate Care and Toileting Policy**

The staff and governors of St Mark's Catholic School are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The governing body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day to day activities must not be discriminated against. We recognise that there is a need for children to be treated with respect when intimate care is given, no child will be attended to in a way that causes distress, embarrassment or pain.

- Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children carry out themselves, but which some are unable to do.
- Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing nappies, helping someone use the toilet or washing intimate parts of the body.

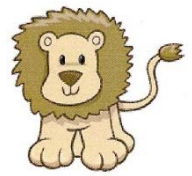
It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go, although they are encouraged as they progress through the school to use the toilet during break times. The school undertakes to attempt any support any training programme requested by a child's GP and/or the school nurse or parent.

Permission is sought as children enter Early Years Foundation Stage (EYFS) and slips are kept on record. All FS staff are informed of those children where no permission is given. Where a child has continuing incontinence problems (i.e. past EYFS) parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes.

EYFS staff have access to the disabled toilet/changing room with a hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, two members of staff (teacher, support staff, practitioner, meals supervisor) will help the child:

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- To remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Double wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the school office telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

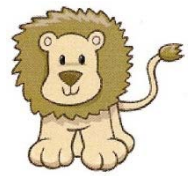
Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and to ensure that he/she is clean before leaving to go home. The latter is because the school washing facilities are not accessible to parents

It is intended that the child will not experience any negative disciplining, but only 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 to encourage the child in his/her efforts to gain these skills.

### **Our approach to best practice for ultimate care needs over and above accidents**

- The management of all children with intimate care needs will be carefully planned.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- 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 two adult unless there is a sound reason for having more adults present.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan

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- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation
- Where a care plan is not in place and 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 should be treated as confidential and communicated in person, via telephone or by sealed letter.

Reviewed: June 2017

Next Reviewed: June 2018