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	Name	Date
<b>Name of Policy</b>	Intimate Care & Toileting Policy	
<b>Prepared by</b>	BM	April 2020
<b>Checked and Reviewed by</b>		
<b>Ratified by Board of Governors</b>		
<b>Next School Review</b>		Ongoing



Dallington School Limited 8 Dallington Street London EC1V 0BW Tel. 020 7251 2284 Headteacher: Maria Blake

Proprietor: Abigail Hercules Company number: 03649660 (England and Wales) Registered Office: 5 Underwood Street London N1 7LY

## **Introduction**

Dallington School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of safeguarding issues. Staff will work in partnership with parents/carers to provide continuity of care.

This policy has been reviewed in line with the requirements of the Statutory Framework for the Early Years Foundation Stage (2014), the SEND Code of Practice (2014) and the Equalities Act 2010.

### **1. Definition of intimate care**

Intimate care is defined as any care of an intimate nature associated with bodily functions, bodily products, and personal hygiene which involves direct or indirect contact.

These may include:

- Undressing and dressing of underwear
- Aiding a child to use the lavatory
- Changing of nappies
- Washing/wiping intimate parts of the body
- Assisting with the use and changing of sanitary wear
- Skin care (applying medication, creams etc.)
- Feeding
- Hair care

### **2. Equalities Act 2010**

2.1 Any child with a named condition that affects aspects of personal development must not be discriminated against.

2.2 Delayed continence is not necessarily linked with learning difficulties. It is unacceptable to refuse admission to children who are delayed in achieving continence.

2.3 Children should not be excluded from normal school activities solely because of incontinence. They should not be sent home to change or have to wait for their parents to attend to them at school.

- 2.4 An admission policy that sets a standard of continence for children is discriminatory and therefore unlawful under the Act. All issues should be dealt with on an individual basis and the school expected to make reasonable adjustments to meet the needs of each child.

### **3. Aims of the Policy**

- 3.1 To safeguard the rights and welfare of the child.
- 3.2 To safeguard the staff involved in the care of children.
- 3.3 To assure parents that their concerns over the intimate care of their child are taken into account.
- 3.4 To protect children from discrimination.

### **4. Principles**

- 4.1 Children will be encouraged to participate in their own individual care, to promote independence.
- 4.2 Children will be treated as individuals and be allowed to express choices in the way care is administered.
- 4.3 Children have the right to privacy, dignity, respect and to feel safe during the administration of intimate care.
- 4.4 Children with long term needs have the right to contribute to their own long term intimate care plan.

### **5. Good Practice**

- 5.1 Religious and cultural values must be taken into account when administering intimate care.
- 5.2 It may be unacceptable to some parents and children for staff of the opposite gender to attend to toileting and intimate care. This must be taken into consideration when assigning staff to care for a child's needs.
- 5.3 The child must be spoken to in a respectful and age appropriate way.
- 5.4 Ask the child's permission before commencing assistance.
- 5.5 The child must have the process explained to them in a reassuring way before it commences.
- 5.6 Terminology to describe body parts should be agreed by all staff but consideration must be taken of the 'words' used in a young child's family.
- 5.7 The child should be encouraged to undertake as much of the task as possible, undressing, dressing, wiping, washing, drying etc.

- 5.8 All adults involved in toileting/intimate care must be employees of Dallington School and have an up to date DBS check.
- 5.9 A member of Staff who has personal reasons for not assisting in intimate care/toileting procedures must make their reasons clear to the Headteacher who will take this into consideration when allocating staff throughout Dallington School. Discrimination must not occur to either the child or member of staff.
- 5.10 Staff should be trained to comply with Health and Safety Regulations if they are attending to a child with long-term Intimate care needs.
- 5.11 A Care Plan must be discussed, agreed, and signed by parents, child, staff and Dallington School and implemented for a child with long-term intimate care and/or toileting needs. This care plan will be kept on file and a copy kept in a discreet place in the child's classroom. This must be reviewed on a regular basis.
- 5.12 ALL intimate care/toileting procedures require the presence of two members of staff while at the same time maintaining the dignity and privacy of the child.
- 5.13 Staff should tell the teacher or another member of staff when they are going to assist a child.
- 5.14 Any unusual injuries or comments made by the child should be noted and if staff is concerned they should NOT question the child but report it directly to the Designated Safeguarding Lead.
- 5.15 Facilities are available within Dallington School to assist with most aspects of intimate/toileting care.
- 5.16 Disposable gloves and aprons, lavatory paper, wet wipes, antibacterial handwash, bowls, plastic bags, sanitary wear disposal bags and bins, antibacterial cleaning liquids for surfaces, disposable cloths and granules/sand for vomit are available on all floors of the school.
- 5.17 Staff should wear disposable gloves and apron when helping to change a child.
- 5.18 Clean clothes are available for all children, whatever their age/size, throughout the school.
- 5.19 Young children should have a supply of their own clothes kept in school for changing into when/if necessary.
- 5.20 Girls, of menstruating age are told who they can go to for assistance, which will be given in a discreet and sensitive way.
- 5.21 Sanitary wear is kept in school should it be needed and supplied in a sensitive and discreet way.
- 5.22 Written consent must be obtained from parents every year before a child can be helped with applying sun cream. The parents must supply sun cream for their child. This should be named and only used on the named child.

5.23 Written consent must be obtained before any child is helped to apply any medical cream to their skin.

## **6 Monitoring and Review**

This policy is monitored by the governing body. It will be reviewed on an ongoing basis and/or when a child with specific needs enters the school or an existing child, for whatever reason, nee