



Intimate Care and Toileting Policy

This policy should be read in conjunction with the following policies:

- Health and Safety Policy
- Safeguarding Policy
- Single Equality Policy
- Administration of Medicines Policy

Introduction

We recognise our duty under the **Equality Act 2010** to avoid discrimination and to treat everyone with dignity and respect, to provide equality of opportunity and to take steps to meet people's needs. Discrimination means treating someone less (or more) favourably than a "comparator". We believe that all children have a right to a high quality education and that it is our responsibility to identify and remove any barriers to learning and participation for pupils of all abilities and needs.

A small number of our children may require assistance with intimate care tasks, especially toileting. All of the children we work with have the right to be safe, to be treated with courtesy, dignity, and respect and to be able to access all aspects of the curriculum. Where children have particular issues, these will be dealt with on an individual basis, with a care plan drawn up to help staff make reasonable adjustments to meet the needs of the child.

Aims

- To safeguard the rights and promote the welfare of our children.
- To provide guidance and reassurance to staff whose duties include intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all pupils.

Intimate Care

'Intimate Care' can be defined as care tasks associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the intimate parts of the body. These may include:

- Dressing and undressing/changing clothes, including underwear after an 'accident'.
- Helping someone use the toilet.
- Changing nappies/pull-ups.
- Washing intimate parts of the body.
- Helping a child to dry and dress after swimming.

Help may also be required with nursing tasks. In these circumstances, a nominated member of staff will have this written into their job description. No member of staff will be placed under any obligation to take on such tasks. Full training will be given to this member of staff, who will be required to attend to the safety and comfort of the child and to ensure that they are treated with dignity and respect. The Surrey Administration of Medicines Guidance will be followed as required. The child will have an Intimate Care Plan, which will be designed to lead to independence. The care plan will cover:

- Facilities
- Equipment
- Staffing
- Training

- Curriculum specific needs
- School trips / outings
- Arrangements for review and monitoring of the Care Plan and of the Complaints procedure

Personal Care

'Personal Care' may also involve touching another person, but the nature of this touching is less intimate and usually has the function of helping with personal presentation. Most people will carry out these activities for themselves, but where there is disability or medical need, children may require help with eating, drinking, washing, dressing and toileting. These tasks do not invade conventional personal, private or social space to the same extent as intimate care and could include:

- Skin care/applying external medication
- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet

Our aim will always be to encourage children to be as independent as possible in their own intimate or personal care. We recognise our responsibility to teach toilet training and other personal care skills as an essential part of our Personal, Social and Health Education.

Basic Principles

We believe that all our children have the right to:

- be respected and valued as an individual;
- be given care as gently and as sensitively as possible;
- be encouraged to express choice and to have a positive image of his/her body;
- privacy, dignity and a professional approach from staff when meeting their needs.
- information and support to enable them to make appropriate choices.
- express their views and have them heard.

Safeguarding our Children

Generally, only a member of Beaufort staff should support a child with Intimate Care or Toileting needs. If other adults are required to support, such as on school trips or when young children are swimming, they must be DBS checked and a risk assessment should be produced before the event. Children and young people with disabilities have been shown to be particularly vulnerable to abuse and discrimination. We recognise that this vulnerability places an important responsibility on our staff to act in accordance with agreed procedures. All staff are made familiar with our Safeguarding Policy and procedures as part of their induction and are provided with regular safeguarding training.

Working with Parents and Carers

Where a child has special care needs or disabilities, we will work closely with the parents/carers to build effective working relationships, helping us to ensure that their child's needs are properly identified, understood and met. Although they will be made welcome and given every opportunity to explain their child's particular needs, they will not be made to feel responsible for their child in school and will have the choice of how much of the care to delegate. They will be closely involved in the preparation of Individual Care Plans and in their regular monitoring and review. Records should also reflect arrangements for ongoing and emergency communication between home and school. They will be made aware of the procedure for dealing with concerns arising from personal care processes.

Links with Other Agencies

Children and young people with special care needs or disabilities will be known to a range of other agencies. Through our SENCo, we will make positive links with all those involved in the care or welfare of individual children, enabling our plans to take account of the knowledge, skills and

expertise of other professionals. Arrangements for ongoing liaison and support to school staff where necessary will also be formally agreed and recorded.

Positive Approaches to Intimate and Personal Care

Any member of staff may be involved in aspects of intimate or personal care at some time. The following principles should be followed to ensure a safe and comfortable experience for the child. The member of staff should:

- know the child from other contexts and be fully aware of his/her mood and systems of communication;
- have a knowledge of and respect for any cultural or religious sensitivities related to aspects of intimate care;
- speak to the child by name and in age appropriate ways, ensuring they are aware of the focus of the activity;
- seek the child's permission before beginning and give explanations of what is happening in a straightforward and reassuring way;
- agree terminology for parts of the body and bodily functions that will be used by staff and encourage the child to use these terms appropriately;
- respect a child/young person's preference for a particular sequence of care;
- give strong clues that enable the child to anticipate and prepare for events e.g. show the clean nappy to indicate the intention to change, or the sponge/flannel for washing;
- encourage the child to undertake as much of the procedure for themselves as possible, including washing intimate areas and dressing/undressing;
- provide facilities that afford privacy and modesty;
- keep records noting responses to intimate care and any changes of behaviour.

Involving Other Staff

As far as possible, personal care procedures should be carried out by one person. However, some procedures may require two members of staff for health and safety reasons e.g. manual handling. This should be clearly stated in the care plan. Personal care staff should notify the teacher or other relevant adult when they are taking the child to carry out a care procedure. If a situation occurs which causes personal care staff embarrassment or concern, a second member of staff should be called if necessary, and the incident reported and recorded. If staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the school's child protection officer immediately.

Provision

All facilities required will be made available, including protective clothing, sufficient space, heating and ventilation to ensure safety and comfort for staff and child, facilities with hot and cold running water, anti-bacterial hand wash and special bins for the disposal of wet and soiled nappies. Soiled items should be "double-bagged" before placing in the bin. Anti-bacterial spray should be used to clean surfaces.

Supplies of clean clothes are kept easily to hand. The office staff hold a supply of sanitary wear which can be provided for girls in a sensitive and discreet way.

Records

The SENCo will maintain a record of other agencies involved. She will develop, with professional advice and input from parents (form 3), a Personal Care Plan (form 2), using a 'Personal Care Management Checklist' (form 1) to inform the plan. A record will be kept of the personal care intervention undertaken (form 4).

Policy First Written: December 2012 Updated September 2017

Signed.....Date..... (Name of Chair signing)

Form 1 : Personal Care Management Checklist (to inform the written personal care management plan)

Child's Name _____ Date _____

Facilities	Required?	Discussed	Action Required
Suitable toilet identified? (Disabled toilets with all facilities available in both buildings)			
Private changing area.			
Supply of nappies, wipes and bags.			
Antibacterial cleaning solution.			
Supply of spare clothing, including underwear.			
Washing facilities (please specify what is required ie: shower).			
Protective clothing, including disposable gloves and aprons.			
Moving and Handling equipment.			
Beeper/emergency help.			
Other Equipment Required (Please specify).			
Primary Carer and back up staff identified. Job descriptions reviewed.			
Staff Training.			
Advice from medical personnel, including written reports.			
Advice from other personnel (ie for PE, swimming, curriculum)			
Specific requirements of parents or child for carer (ie gender).			
Awareness raising for all staff.			

SENCo Signature _____ Parent Signature _____

Form 2:

**PERSONAL CARE MANAGEMENT PLAN
(developed from the Personal Care Management Checklist)**

Child's Name: _____ Date of Birth: _____ Year Group _____

Condition _____

How does the child communicate their needs?

Details of assistance required:

Facilities and equipment: (Clarify responsibility for provision of supplies e.g. parent/carer/school/other)

Staffing:

Primary Carer:

Hours/days of work:

Back Up Staff:

Hours/days of work:

Training needs

Individual staff must keep signed/dated records of training received in addition to school records held by the SENCo and School Business Manager. A record should be completed when training has been delivered and kept as part of the care plan

Curriculum specific needs:

Arrangements for trips/transport:

Procedures for monitoring and complaints: (including notification of changing needs by any relevant party)

This current plan has been agreed by:-

Name:

Role:

Signature:

Date:

Date for Review:

Form 3: Record of Discussion with Parents/Carers

Child's Name:	D.O.B:	Date Agreed:
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	Details of Provision Required
Working Towards Independence: e.g. taking child to toilet at timed intervals, using sign or symbol; any rewards used	
Arrangements for Nappy Changing: e.g. who, where, arrangements for privacy	
Level of Assistance Needed: e.g. undressing, dressing, hand washing, talking/signing to child.	
Infection Control: e.g. wearing disposable gloves, nappy disposal.	
Arrangements for sharing Information: e.g. if the child has a napkin rash or any marks, any family customs/cultural practice.	
Resources Needed: e.g. special seat, nappies/pull-ups, creams, disposable sacks, change of clothes, toilet step, gloves.	
Other Information:	

Parent statement:

- I agree that the above procedures may be put into place for my child and give my permission for Beaufort School Staff to carry out procedures for which they are trained.

Signed _____ (parent/carer) Date _____

- We agree to care for the child in the ways stated on the plans above and to discuss any concerns with the parent/carer.

Signed _____ (Primary Carer) Date _____

Signed _____ (SENCo) Date _____

Review Date: _____

