



# Balby Central Primary Academy

## Policy for intimate care and toileting

**Date of Policy: 4<sup>th</sup> September 2017**

**Approved by the Governing Body:**

**Review Date: 4<sup>th</sup> September 2018**

## **Balby Central Primary Academy**

### **Intimate care and toileting policy**

#### **Personal Development**

Achieving continence is one of the many developmental milestones usually reached within the context of learning before a child transfers to Nursery/Reception. However, at Balby Central we acknowledge that there may be children with longer term continence issues for whom an individual toileting plan may need to be put in place. In addition there may be children joining us in school who are at various points of developing their independence in toileting who may well need short term support in this important area of self care. No child will be refused a place in school in relation to continence issues.

Balby Central Primary Academy is committed wholeheartedly to working with children , parents and any support agencies deemed necessary to ensure appropriate provision is made for all children with needs in this specific area of personal development and in so doing fulfill a commitment to the promotion of our inclusive school ethos . We accept our responsibility to meet the needs of children with delayed personal development in the same way we aim to meet the needs of children with delayed language or any other kind of delayed development. We aim to make reasonable adjustments to meet the needs of each child and support children sensitively and with dignity in this matter.

#### **Health and Safety**

In the Nursery there is a dedicated room for the changing of children. All other classes have their own toilets located near their classrooms. Therefore, facilities for changing children are easily accessible.

The following procedures are for dealing with spillages of bodily fluids, e.g. when a child accidentally wets or soils them self , or is sick whilst on the premises.

- Staff to wear aprons and disposable gloves whilst changing a child;
- Changing area/toilet to be cleaned after use;
- Hot water and soap available to wash hands as soon as changing is done
- paper towels available to dry hands
- Soiled nappies should be disposed of in a separate bin; nappies should be wrapped inwards and sealed in two bags.
- Wet or soiled underwear/clothing will be returned to parents at the end of the session
- If a child is distressed by the accident or does not want a member of staff to change them a phone call will be made to the parents to ask for guidance and advice.

Staff should be aware that:

- changing should not take place behind locked doors, but in an appropriate area where privacy and dignity can be maintained during the process
- every attempt should be made to change a child whilst they are standing
- the child should not be made to feel uncomfortable or in any way that they are a nuisance
- Two members of staff to be present during the changing/cleaning process at all times.

- Changing/cleaning children should be recorded in the changing booklet and signed by the staff members present in the process

### **Child Protection**

The normal process of assisting with personal care should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the process however at Balby Central we advocate this to ensure that staff and children are protected. All members of staff appointed at Balby Central have rigorous CRB checks which are carried out to ensure the safety of children and staff.

Staff who are carrying out intimate care duties should ensure that another appropriate adult is present and aware of the task to be undertaken. The school also advise all staff dealing with the personal care of pupils are hepatitis B vaccinated.

Students, work experience students, parents and volunteers **should never** be involved in intimate care issues.

### **Agreeing a procedure for personal care**

Parents will be kept fully informed of the procedures the school will follow should their child need changing during school time. This information will be shared at entry meetings and paperwork will include parental consent for children to be changed (see appendix ii). A copy of the school policy will be available on the website or available on request. Guidelines for staff involved will be visibly displayed in the changing area (see appendix iii)

### **Partnership Working**

Issues around toileting are discussed with staff during the initial intake meetings or during the admissions process. During intake meetings parents are provided with opportunities to discuss any concerns they may have on a 1:1 basis with a member of the foundation stage team. The involvement of other agencies if necessary, e.g. Health Visitor School Nurse or Children's Centre Staff may be required to support home and child with continence issues. If problems arise after the child has started school the key person will always be available to discuss concerns that parents may have.

In order to achieve a clear understanding of the shared responsibilities of both parents and school a mutual agreement will define each others expectations. This kind of agreement should help to avoid misunderstandings that might otherwise arise and help parents feel confident that the school is taking a holistic view of the child's needs. Issues agreed cover the following areas:

### **The Parents/Carers**

- Agreeing to change the child at the latest possible time before coming to school;
- Providing spare nappies and a change of clothes;
- Understanding and agreeing the school procedures followed during changing;
- Agreeing to inform the school should the child have any marks/rash;
- Agreeing to an individual toileting management if the child is in nappies or has a specific continence problem so that the best provision can be made (see appendix i)

- Agreeing to review the arrangements, in discussion with the school when necessary.

**The School:**

- Agreeing to change the child should they soil themselves or become wet;
- The school agree to encourage the children to wipe themselves and will not routinely wipe children.
- Agreeing to implement an individual toileting management if a child requires one
- Agreeing to report to the HT and/or the designated child protection member of staff should the child be distressed or if marks and rashes are seen;
- Agreeing to review arrangements, in discussion with parents/carers, when necessary. (See appendix ii for agreement)

Appendix i

### Individual Toileting plan

Name of Pupil:

Date of Birth:

Year Group:

Problem area: *(i.e. child wearing nappies, continence problems, medical issues etc.)*

Actions to be taken:

*If nappy creams are needed these should be provided by home and labeled with the child's name.*

Any additional issues for educational visits e.g. transport, ease of access to public conveniences etc. *(please ensure that this is also included on visit risk assessments)*

Date plan completed:

Review date:

Completed by:

Signed: (Headteacher/ SENCO/Teacher)

Date:

Signed: (parent/ carer)

Date:

Appendix ii

**Parental agreement of Responsibilities if a child is admitted into school with continence issues**

- To ensure that the child is changed at the latest possible time before coming to school.
- To provide nappies and a change of clothing.
- To inform the school of any marks or rashes.
- To continue to implement timed toilet training programme at home.
- To understand and agree the school procedures followed during changing.
- To work with the school to develop an individual toileting plan if the child is in nappies or has a specific continence problem so that the best provision can be made
- To review the arrangements, in discussion with the school when necessary.

School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.
- To implement the an individual toileting plan if a child requires one
- To report to the HT and/or the designated child protection member of staff should the child be distressed or if marks and rashes are seen;
- To review arrangements, in discussion with parents/carers, when necessary.

I agree to my child being changed when at school by a member of school staff who has been CRB checked.

Parent/Carers' Signature.....

Class Teacher's Signature.....

**Parental agreement for staff to change a child in the event of an accident within school.**

I \_\_\_\_\_  
agree for the member of staff at Balby Central Primary School who has been CRB checked  
to change my child \_\_\_\_\_  
is he/she accidentally wets or soils them self, or is sick whilst on the premises.

I understand the School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To report to the HT and/or the designated child protection member of staff should the child be distressed or if marks and rashes are seen;
- To review arrangements, in discussion with parents/carers, if my child should require further support with continence.

Parent/Carers' Signature.....

**Balby Central Primary school  
Procedure for Personal Care in School**

- Ensure changing area allows child privacy/dignity.
- Ensure changing does not take place behind locked doors
- Ensure that the guidelines are followed to ensure a consistent approach.
- Ensure the child is not be made to feel uncomfortable or in any way that they are a nuisance

**When changing a child**

- Wear disposable gloves(not latex) and a disposable apron
- Encourage the child to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- Make every attempt to clean a child when they are standing up
- Use disposable wipes to clean a child
- Child to be washed (water only) if necessary and changed.
- Put wet or soiled clothes in a bag
- Thoroughly clean changing area
- Use hot water and soap to wash hands as soon as changing is done

**When changing nappies**

- Ensure the individual toileting plan is understood and followed
- Nappy to be placed in a nappy bag and disposed of safely.

If a child is distressed by the accident or does not want a member of staff to change them ring parents for guidance and advice.

**Ensure that parents are informed of the incident at the end of the session.**