

# Bicker Preparatory School and Early Years Intimate Care /Toileting Policy

## **Rationale**

Bicker Prep School will act accordingly with guidance laid down in the following documents 'Keeping Children Safe in Education' 2021, the 'Children and Families Act' 2014 and 'Working Together to Safeguard Children' 2018, to safeguard and promote the welfare of pupils at this school and in the nursery.

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a child's intimate care needs is one aspect of safeguarding.

Bicker Prep 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 day-to-day activities must not be discriminated against.

Bicker Prep 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. It is acknowledged that these adults are in a position of great trust.

Bicker Prep recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect and sensitivity when intimate care is given and in such a way that their experience is a positive one. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parent/carers to share information and provide continuity of care. We aim to provide guidance and reassurance to staff, and protect the rights and wellbeing of children.

## **Definition**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure -to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. It also includes supervision of children involved in intimate self-care.

## **Procedure**

We will liaise closely with parents/guardians of children with particular needs to obtain as much information as possible in order to make the process of intimate care as comfortable as possible. We will endeavour to take all of their individual concerns into account. We are conscious that this is a sensitive issue and will ensure all of our staff

are aware of our confidentiality policy. We believe that information on intimate care should only be communicated by sealed letter, personal contact or telephone between parents/guardians and the member of staff concerned.

We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they are aware of expected standards of hygiene and procedure.

We will encourage our staff to take part in any appropriate training whether that be internal or external training, and we will provide supervision and induction of all staff.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.

School aged children who require regular assistance with intimate care have written Additional Support Plans (ASP) or care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer. Any historical concerns (such as past abuse) should be noted and taken into account. (NB More information regarding care plans and risk assessments for children with complex medical needs can be found in 'Including Me: Managing Complex Health Needs in Schools and Early Settings' by Jeanne Carlin, published by the Council for Disabled Children and DfES, 2005)

Where a care plan or ASP is not in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg: has had an 'accident' and soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, by telephone or by sealed letter.

Every child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Adults who assist children one-to-one must be employees of the school and be DBS checked at the appropriate level. We will ensure privacy appropriate to the child's age and situation when carrying out intimate care.

We will allow the child to care for themselves as far as they are able to, and encourage our staff to promote appropriate use of toilets and associated skills.

We will be aware of and responsive to the child's reactions, and provide reassurance whenever this is required.

It is not normally practical from the point of view of staffing resources, for there to be two members of staff involved in intimate care of one child, and also this will not assist the privacy of the child. We will, wherever possible though, advise our staff to inform another member of staff when they are going to undertake intimate care of a child and to ensure doors are left open / another member of staff within earshot, to protect staff whilst maintaining privacy for the child. We will also ensure that all of our staff are aware of our Safeguarding and child protection policy.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers.

The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.

All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

The above policy will be reviewed regularly and the procedure monitored and evaluated.

**Guidance to changing nappies/pull ups (Generally, children in our nursery are potty-trained prior to joining us)**

The designated member of staff will change pull ups for those children wearing them. Each child brings pull ups, cream and wipes from home. The member of staff should wear disposable gloves, and apron if appropriate, e.g. soiled. After changing a child, the gloves and apron should be discarded before changing the next child. After changing a child and the gloves and apron disposed of, hands should be washed with soap and water and then with water and soap with the child. Disposal of the pull ups should be in a bag and then into a specific swing bin which is then emptied at the end of the session.

Next review August 2022