



Intimate Care and Toileting Policy

Issue Status: -

Date	Version	Comment	Owner
July 2021	1	Original Document	Alex West

Electronic copies of this document are available to download from:
 RBA Teams > Richard Barnes Academy Staff > Safeguarding

Prepared: Alex West June 2021

Verified: Nick Morley June 2021

Approved: Academy Committee 12th July 2021

Available policy on Website: Y

Review Date: March 2023



Richard Barnes Academy Intimate Care and Toileting Policy

At Richard Barnes Academy we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for the intimate care of children and young people will always undertake their duties in a professional manner. We are committed to ensuring that children are treated with sensitivity and respect.

What is “Intimate Care?”

Intimate care is defined as any care which involves washing, touching, or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are too young or unable to do. Intimate care tasks are associated with bodily functions, body products, and personal hygiene that demands direct or indirect contact with intimate personal areas.

Examples include: support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a learner who has soiled themselves or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, and weather. Young or disabled learners may be unable to meet their own care needs for a variety of reasons and will require regular support.

Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they join our school. However, we recognise that some learners will join the Richard Barnes Academy having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some learners will have accidents and need to be attended to. A number of these learners 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, as they progress through the school, they are encouraged to use the toilet during break times.

Role of the Richard Barnes Academy

Staff have access to a bathroom area with a toilet and 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. If a child soils themselves during school time, one member of the staff (teacher, TA, etc) will help the child:

- 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.
- 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 member of staff will telephone 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 a member of staff is aware of the situation, they will clean the child. The member of staff responsible will check the child regularly and ensure that they are clean before leaving to go home.

It is intended that the child will receive positive encouragement and praise for their 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 their efforts to gain these skills.

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.

Guidance for Intimate Care needs over and above accidents.

The management of all children with intimate care needs will be carefully planned.

There is careful communication with any learner who requires intimate care, in line with their preferred means of communication, to discuss needs and preferences.

Staff will be supported to adapt their practice in relation to the needs of individual children, taking into account developmental changes such as the onset of puberty and menstruation.

Learners 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 learner 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 learner will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented & stored on the learner's SIMS profile.

Intimate care arrangements will be discussed with parents/carers and recorded on the care plan.

The needs and wishes of children and parents/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.



Child Protection and Multi-Agency Child Protection procedures will always be adhered to. All members of staff carrying out intimate care procedures will have enhanced DBS. It is not appropriate for volunteers to carry out intimate care procedures.

If a child makes an allegation about a member of staff, this will be investigated in accordance with the School's agreed procedures.

Disabilities

The school's Academy Committee recognises its duties and responsibilities in relation to the Disability Discrimination Act, which requires that any child with an impairment that affects their ability to carry out normal day-to-day activities must not be discriminated against.

Role of Parents/Carers

Parents/carers should give permission for intimate care as their children enter the Richard Barnes Academy (Appendix A). The permission slips are kept on record. All staff are informed of those children where no permission is given. Where a child has continuing incontinence problems, parents are expected to provide a complete set of spare clothes and baby wipes.



Appendix A

Permission form for Intimate Care

Dear Parent/Carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and, if necessary, cleaned, as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Richard Barnes Academy has an Intimate Care Policy which is available to view on our website, or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely,

Nick Morley
Principal.

Name of Child:.....

Class:.....

Please tick as appropriate

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of the Richard Barnes Academy.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me, or my emergency contact, and I will organise for my child to be cleaned and changed. I understand that if I, or my emergency contact, cannot be contacted, the staff will act appropriately, and may need to come into some level of physical contact in order to aid my child.

Signature of Parent/Carer:.....

Date:.....