



Non-Statutory Policy

Category

Pupil well-being and safeguarding

Intimate Care and Toileting Policy

Chair signed: Mrs L Bennett	Staff consulted	Shared with staff
	Ratified by Governing Body	Not required
Headteacher signed: Dr L Lawson	Review frequency	06.07.2021
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Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

We support all pupils to succeed in reaching their God given potential at Dr Walker's – 'An Exceptional Place to Flourish', by developing

- **Belief** in self and the development of confidence, respect and trust for others and an appreciation of spirituality and an understanding of faith in God;
- **Engagement** in a love for learning by nurturing curiosity and independence; and
- **Excellence** in reaching personal goals by demonstrating resilience and positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- Standing with **COURAGE** for what is right.
- Using **CREATIVITY** in problem solving and making life beautiful.
- Treating every person and everything with **RESPECT**.
- Having **COMPASSION** for others.
- Completing every task with **PERSEVERANCE**.
- Taking **RESPONSIBILITY** for ourselves.
- Living with **HOPE** for a better future.

At Dr Walker's we provide every pupil with the care and support they need to develop as individuals and become educated and successful British Citizens who understand the importance of the following British values:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

Acknowledgements

This Policy was drafted considering the Cambridgeshire County Council's model *Intimate Care Policy*.

Introduction

- Dr Walker's C of E Primary School is committed to safeguarding and promoting the welfare of all our pupils, who are to be treated with sensitivity and respect. We are committed to ensuring that all staff responsible for intimate care of pupils and young people will always undertake their duties in a professional manner.
- The staff and Governors recognise that this aspect of a pupil's development is an integral part of their education at its early stages. It is also an area where good liaison with parents and a consistent approach are vital.
- This policy sets out how staff at Dr Walker's C of E Primary School will respond to intimate care needs of its pupils. It has been drawn up in the light of the guidance set out in the Safer Recruitment Consortium's Guidance for safer working practice for those working with pupils and young people in education settings¹ and should be read in line with the school's policy on safeguarding.
- Staff who work with young pupils who have special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of pupils' needs.

¹ <https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>

- Dr Walker's C of E Primary School is committed to ensuring that all staff responsible for the intimate care of pupils will always undertake their duties in a professional manner. Dr Walker's C of E Primary School recognises that there is a need to treat all pupils with respect when intimate care is given. No pupil should be attended to in a way that causes distress or pain.

What is intimate care?

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, body products and personal hygiene which demand direct or indirect contact with or exposure of the genitals.

Examples include:

- support with dressing and undressing (underwear);
- helping someone use the toilet;
- changing a nappy of a pupil who is not yet toilet trained;
- cleaning a pupil who has soiled him/herself;
- cleaning a pupil who vomited;
- washing intimate parts of the body;
- care associated with continence and menstrual management;
- as well as more ordinary tasks such as help with washing or bathing,
- touching or carrying out an invasive procedure that most pupils carry out for themselves, but which some are too young to or are unable to do; and
- it is also associated with other accidents that may require a pupil to remove their clothes - these include changes required because of water play, messy play, sickness and weather.

Expectations and guiding principles

It is generally expected that most pupils will be toilet trained and out of nappies before they begin at Dr Walker's C of E Primary School. However, we recognise that pupils will join the school, having reached differing levels of independence and development in toileting and self-care.² Therefore, it is inevitable that from time to time some pupils will have accidents and need to be attended to. *Our intention is that no pupil will ever be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the pupil in accordance with this policy.*

To help pupils 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. However, they are encouraged, as they progress through the school, to use the toilet during break and lunch times. Pupils in the EYFS and KS1 have access to the toilet in class whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after using the toilet. Parents/carers normally give permission for intimate care as pupils enter EYFS (the permission slips are kept on record.) All staff are informed of those pupils where no permission is given.

Our approach to Best Practice

- All pupils who require intimate care are treated respectfully at all times; the pupil's welfare and dignity are of paramount importance.
- Pupils' dignity will be preserved, and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to pupils have a high awareness of pupil protection issues. Staff behaviour is open to scrutiny and staff at Dr Walker's C of E Primary

² In particular, the staff and Governors recognise their duties and responsibilities in relation to the Disability Discrimination Act which requires that any pupil with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

School work in partnership with parents/carers to provide continuity of care to pupils/young people wherever possible.

- Staff who provide intimate care are trained to do so (including Pupil Protection and Health and Safety training in moving and handling) and are fully aware of best practice. Apparatus will be provided to assist with pupils who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- Staff will be supported to adapt their practice in relation to the needs of individual pupils considering developmental changes such as the onset of puberty and menstruation. Wherever possible staff who are involved in the intimate care of pupils/young people will not usually be involved with the delivery of sex and relationship education to their pupils/young people as an additional safeguard to both staff and pupils/young people involved.
- There is careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the pupil's needs and preferences. The pupil is aware of each procedure that is carried out and the reasons for it.
- As a basic principle, pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to do as much for themselves as they can. This may mean, for example, giving the pupil responsibility for washing themselves. Individual intimate care plans will be drawn up for pupils as appropriate to suit the circumstances of the pupil. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the pupil and the carer and health.
- Each pupil's right to privacy will be respected. Careful consideration will be given to each pupil's situation to determine how many carers might need to be present when a pupil needs help with intimate care. Where possible one pupil will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- Wherever possible the same pupil will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the pupil 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.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of agreed arrangements will be recorded. The needs and wishes of pupils and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- Staff deliver a full personal safety curriculum, as part of Personal, Social and Health Education, to all pupils as appropriate to their developmental level and degree of understanding. This work is shared with parents who are encouraged to reinforce the personal safety messages within the home.
- Each pupil/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- The class teacher will in the first instance feed back to parents in the event of any incidences of intimate care.

Practical procedures

It is our aim that when a pupil needs to be changed into clean clothes, following a toileting accident or when supporting a pupil's developing independent toilet use, protection of the pupil's dignity, privacy and self-esteem will be paramount. The procedure set out below seeks to ensure this as well as being in line with good Health and Safety practice and Pupil Protection and Multi-Agency Pupil Protection procedures.

- A pupil who is not fully toilet trained may come into school wearing pull up pants. Parents will provide pull up pants.
- Permanent members of staff only will deal with toileting needs.
- Whenever possible accidents will be dealt with promptly and discreetly.
- **The member of staff involved will discreetly inform a colleague that they are going to deal with a toileting accident. The member of staff should make sure that their colleague is:**
 - 1) aware they are going to change a pupil and
 - 2) is in the vicinity and
 - 3) visible or audible.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible, one pupil 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.
- Disposable gloves will be worn for all changing tasks involving blood, faeces, vomit and urine.
- Staff will have a sympathetic attitude towards the pupil and give factual/ neutral responses to comments or questions from the pupil involved or from other pupils. At all times staff will pay attention to the level of distress and the comfort of the pupil. If the pupil is ill the member of staff will telephone the parent/carer. In the event a pupil is reluctant and finally refuses, the parent/carer will be contacted immediately.
- The pupil will be encouraged to do as much undressing, toileting and dressing as possible, to encourage independence and self-respect.
- Pupils will change whilst standing until clean enough to sit on a chair.
- The pupil will be encouraged to clean and dry him/herself.
- Wet or dirty clothes will be placed in a sealed bag and sent home at the end of the day.
- Clean clothes will be from the stock of spare clothes and if possible, the pupil may choose what he or she would like to wear. These clothes will need to be washed and returned to school.

The Protection of pupils

- Education Pupil Protection Procedures and Inter-Agency Pupil Protection procedures will be accessible to staff and adhered to.
- Where appropriate, all pupils will be taught personal safety skills carefully matched to their level of development and understanding.
- If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate manager/ designated person for pupil protection. A clear record of the concern will be

completed and referred to social care and/or the LADO and/or police if necessary. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless doing so is likely to place the pupil at greater risk of harm.

- If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated, and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the pupil's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- If a pupil makes an allegation against a member of staff, all necessary procedures will be followed as set out in the Safeguarding Policy.