



“A kind and inclusive learning community with high expectations for all”

At Queen’s Park Primary School, we recognise and value individual differences in an inclusive learning community. We nurture children to become resilient and creative lifelong learners and caring, responsible adults in a diverse society.

Intimate Care and Toileting Policy and Procedures Queen’s Park Primary School

Date	January 2024
Review Date	January 2025
Based on	Hill Park School, Brighton. Intimate Care training.

Introduction



Intimate Care Policy

Queen's Park Primary School's primary concern is to address the needs of all children to help them enjoy and achieve. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children. The application of this intimate care policy ensures that children with additional toileting needs can access all aspects of schooling.

Children's dignity will be preserved and the highest level of privacy, choice and control will be provided to them. Staff who provide intimate care to children are safeguarding trained and work in partnership with parents/carers to provide continuity of care to children wherever possible.

Queen's Park Primary School 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.

Definition

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing.

Child Protection

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding lead, who will follow the procedures outlined in the Child Protection policy.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the SENDCo or a member of SLT at the earliest possible opportunity.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted as part of this process in order to reach a resolution.
- The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the school.
- If an allegation is made against a member of staff, the setting will follow the procedure outlined in the Safeguarding and managing allegations against staff Policies.

General procedures



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Only Queen's Park staff will routinely provide intimate care. All staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training.

There is careful communication with each child who requires assistance with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. Staff will encourage each child to do as much for themselves as they can and individual intimate care plans will be drawn up for the child in consultation with parents/carers and relevant professionals.

One child will be cared for by one adult where possible with a second adult alerted to the incident. However, in some circumstances, it may be necessary to have 2 members of staff present (please see below for example circumstances). Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints.

Nappy/ Pad changing procedure

- Intimate care procedures will be carried out by the child's key staff member or a familiar adult wherever possible.
- A child will always be consulted before an intimate care routine takes place following their preferred means of communication. This gives the child time to process what is going to happen next. They will never be forced to leave what they are doing.
- Mobile children can be changed standing up. The child's preference/needs will be considered, together with any assessed risks involved.
- Staff will wash their hands and wear disposable gloves while changing a child. These items will be supplied and replenished by the school. For more information on Infection Control, please see our Infection Control Standard.
- Soiled nappies, pads, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied at least once a day and the liner replaced.
- The changing area will be cleaned with a detergent spray or soap and water.
- Hot water and soap is available for staff to wash hands as soon as changing is finished.
- Paper towels and a hand dryer are available.

For wetting incidents:

- Use the reception toilets. One adult will support the child by narrating the process as they are guided to change independently. The child must change their underwear themselves in the toilet; the lead



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adult can support with uniform, shoes and bagging dirty items. Should a child be unable to change their underwear – two adults must be present to support the child.

For children in nappies/ pull ups and low-level soiling:

- Use the area directly outside the reception toilets. One adult to lead support of the child but two adults must be in the room. The staff member must narrate the process aloud.

For extreme soiling incidents:

- Use the disabled toilets. One adult to lead support of the child but a second adult must accompany. The door must remain partially open. The staff member must narrate the process aloud.
- Where a child is not toilet trained upon entry to school, and has no identified medical need, children will be referred to the school nurse. The school nurse will provide support so that the school and parents can work in partnership to ensure children are toilet trained by the October half-term.
- Due to limited staffing capacity, the parents/carers of children who still require regular changing after the October half-term break may be required to support with intimate care in school. This will be discussed in a meeting with the Early Years leader and the Senior Leadership Team.

Senior Leader Declaration

I have read, understood and agree to enforce the Intimate Care & Toileting Policy.

Signature:

Printed:

Date:

Employee Declaration

I have read, understood and agree to follow the Intimate Care & Toileting Policy.

Signature:

Printed:

Date:

Parent/Carer Declaration

I have read, understood and agree to enforce the Intimate Care & Toileting Policy.

Signature:

Printed:

Date: