



LORDSWOOD
SCHOOL

Intimate Care Policy

Date: May 2024

Review Due: May 2025

Reviewed Annually

At Lordswood School and Nursery we have a duty of care for all our children. It is important that children are happy and comfortable during their school day. Situations may arise where children require changing due to a toilet accident or activities as a result of water play, messy play, weather etc. On these occasions the children will be encouraged to change themselves enabling them to build upon their personal intimate care skills. However, there may be times when the children will need some assistance in the changing process.

Aims and Objectives

- To promote a positive dialogue between home and school and to implement a plan of action in agreement with parents/carers, for pupils who need toilet training (supported by the class teacher, SENDCo and Pastoral Lead).
- To encourage children to develop their self-help skills enabling them to access all areas of the curriculum and school activities (including dressing and undressing themselves).
- To ensure necessary resources are identified and provided.
- To identify the roles and responsibilities of all staff (including teachers, TA's and Midday Meal Supervisors).
- To ensure children are treated with respect and sensitivity in such a way that their experience of intimate care is a positive one and children are spoken to during the changing to support PSED skills.
- Children should be allowed to exercise choice where possible.
- Children should be encouraged to have a positive self-image of their own bodies.

Communication with Parents

An informal discussion will take place during the child's first few sessions at school to assess the child's independence skills. A transition form, given to all parents, will provide parents the opportunity to share any concerns with staff.

Support with toileting maybe agreed with parents and/or a Health Care Plan, will be created with the school SENDCO if the child's toileting difficulties relate to a medical need.

Procedures in school for dealing with accidents will be clearly communicated with parents. Parents will be informed by phone or when picking the children up at the end of the session about the changing incident, verbally or by a written note.

Some children are reluctant for adults outside of their family to care for them. In this instance, A Health Care Plan will detail special arrangements for family members to come in. Staff are aware that children develop at different rates and progress needs to be encouraged and praised.

Staff Responsibilities

Children will change themselves (or be changed) if they soil themselves or become wet and are unable to demonstrate independent skills. Changing of children will be recorded and parents

informed. If visible marks, rashes and bruises are seen these will be logged on CPOMS and shared with the Safeguarding Lead.

Parents will be contacted as soon as possible if it is felt that the child has had a toileting accident as a result of illness. Frequent reminders to visit the toilet will be given to children in Nursery and Reception. Reception and Nursery children have constant access to the toilets.

Older children are expected to visit the toilet at designated break times only, if at all possible, unless a care plan is in place and agreed by the SENDCo. Toilets are clearly marked. Toilets are welcoming and children's concerns about toilets will be listened to. All children will be encouraged to use the toilets and develop their self-help skills. A referral to the School Health Team may be made following a discussion with parents.

Safeguarding Children and Adults

Anyone caring for children, including teachers and other school staff, have a duty to care and act like any reasonable parent. Staff have a duty to make sure children are healthy and safe. Only school employees will be allowed to change children. We will endeavor to ensure there are always two members of staff. All staff will have an enhanced DBS certificate and should be familiar with this policy. Appropriate support and training should be provided when it is felt to be necessary.

The duty of care extends to staff leading activities off site such as educational visits.

Staff have the opportunity to raise their concerns and have these resolved.

Staff are not to be left on their own when changing a child. Aprons, gloves and a changing mat are needed if changing nappies. Mats are to be wiped with antibacterial wipes afterwards to avoid cross contamination. Staff and children are to ensure their hands are washed afterwards to avoid cross contamination.

It is important that while ensuring child and staff safety with reference to safeguarding, the children are also allowed to uphold their dignity and have privacy and be away from the view of other children. School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act in accordance to their safeguarding policy and procedures if there are any concerns for the child's wellbeing.

Health and Safety

It is essential to maintain a high level of health and safety at Lordswood School and Nursery to ensure protection of both staff and children.

All staff are required to wear disposable gloves whilst dealing with accidents. Soiled clothes to be double wrapped in nappy bags and sent home (as are nappies). Nappy bags and wet-wipes will be provided by parents. Once identified, children will not be left in soiled clothing for an

unreasonable length of time and are changed as soon as possible. Children are encouraged to voice any accidents to the staff.

The following steps will be taken to ensure health and safety of both staff and children:

- Move the child to a changing area i.e. designated toilet area.
- Alert another member of staff for safeguarding.
- Collect equipment and clothes needed.
- Give clear instructions and explanations to the children in a calm and nurturing manner.
- If the situation requires more than a wet-wipe, parents/carers will be contacted to attend.
- Soiled clothes to be double wrapped in nappy bags and given to parents/carers when the child is collected, together with a note detailing action taken.
- PPE equipment must be disposed of in the medical bin in the “Blue” room.
- Children should dress themselves in clean clothing and be taken back to class unless they are collected and taken home.
- Children and staff to ensure stringent handwashing for 20 seconds.
- Changing area to be cleaned and disinfected by the adult before returning to class.
- If children have loose stools, parents will be informed and asked to collect their child.
- All children in EYFS to bring in a spare set of clothes and if appropriate, nappy bags and wet wipes.

Supporting children identified with SEND

If a child has an Educational Health Care Plan (EHCP), detailing medical needs relating to toileting, school will endeavor to address and meet the needs in collaboration with parents.

When reading this policy please be aware of and refer to the following policies:

- Safeguarding
- Medical Needs & First Aid
- Health & Safety
- SEND