

Tregoze Primary School – Intimate care Policy

The school is fully committed to its responsibility to protect and safeguard the welfare of the children and young people in its care. "The welfare of the child is paramount." Children Act 1989. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need for all children to be treated with respect when intimate care is given.

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children carry out themselves, but which some are unable to do. Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear) and helping someone use the toilet or wash intimate parts of the body.

This policy needs to be read in conjunction with the school's Child Protection policy, Personal, Social and Health Education and Citizenship policy and SEN and Inclusion policy, to ensure that the correct procedures are followed.

Aim of policy

The school recognises that some children with SEN and other children's home circumstances may result in children arriving at school with under developed toilet training skills. The aim of this policy is to ensure that appropriate provision is made for such children. This policy also aims to clarify the school's position on toileting needs in children who have no SEN needs and who soil regularly within the school day.

SEN and inclusion

If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported by the SEN & Disability Act 2001 & part 1V of the Disability Discrimination Act 1995.

Toileting and the Foundation Stage Profile

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "Dress and undress independently and manage their own personal hygiene".

Intimate Care in Key Stage 1 and Key Stage 2

Key Stage 1 - We will send a letter to all parents of Reception children prior to them starting school. The letter will inform parents that if a child accidentally soils or wets, we will change them, only if given permission first. A permission slip will be included on the bottom of the letter and will be applicable for the time a child is in Infants (unless a parent informs us differently in writing.)

We will change children for odd 'accidents' but not routinely as part of day to day personal care.

If a child has a personal intimate health care plan for the 'occasional' accident (usually wetting), the parents are expected to provide wet wipes, bags and changes of clothes.

Key Stage 2 - Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (such as our disabled toilet) where the child may change on their own. We will supply wet wipes, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

Parental responsibility

Prior to starting school, prospective parents will be reminded of the schools' expectation that pupils should be toilet trained before they start school. It will also include a sharing of this policy during school home visits as well as during parent's induction meetings in school. If a child is not fully toilet trained before starting school, the parents / carers must inform the school. A meeting will then be arranged prior to a start date being given. The child's needs will be discussed and reasons for the child not being fully toilet trained will be recorded.

Parents will be required to attend school urgently should a child soil him/herself. Parents should make every effort to come to school to change their child, and should bring a clean set of clothing.

If parents are persistently unreachable following a soiling incident, a further meeting will be arranged and school may need to complete an 'Early Help Record' to access further services such as School Nurses and Social Services.

It is essential that parents / carers recognise they are responsible for any training / changing routines for their child.

School is not responsible for toilet training a child.

Staff responsibilities

Support staff will not be expected to undertake tasks associated with changing children who are incontinent, except under exceptional circumstances, such as when the child is clearly unwell. In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils. School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene. In the event of a child needing to be changed on a rare occasion, staff are not permitted to change a child alone; two members of staff must be present if a child needs to be changed. This ensures we safeguard our staff and comply with Safeguarding procedures.

We will treat all incidents where a child soils, with dignity and respect for the child.

Older children

Older children who have an occasional accident and who don't need washing are likely to be able to change themselves without adult supervision. Any soiled clothing will be placed in a sealed plastic bag ready for parents to collect.

Child Protection

The Governors and staff at Tregoze recognise that children with a disability are particularly vulnerable to all forms of abuse. Child protection and multi-agency child protection procedures will be adhered to at all times.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) then it will immediately be reported to the Designated Person for Child Protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

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

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School: Tregoze Primary School (part of the White Horse Federation)

Name of Principal: Helen Tudor

Designated Child Protection Coordinator...Helen Tudor