



Intimate Care and Toileting Policy

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Knowledge Gate International School is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times and will feel supported in these delicate situations.

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 unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. 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. Disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

In light of the COVID-19 pandemic, additional precautionary measures have been put in place including enhanced cleaning of personal care areas, additional PPE available to staff and staff identified as vulnerable will not take part in intimate care.

The School Board recognises its duties and responsibilities in relation to equal opportunities which require that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

It is generally expected that most children will be toilet trained and out of nappies before they begin at the School. It is our policy to highlight to parents as part of induction to the School the importance of independence in toileting and personal care. However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this KGIS is an inclusive school and an increasing number of children and young people with disabilities and medical conditions are being supported. Some of these pupils require adult assistance for their personal and intimate care needs and additional planning will be put in place to ensure support is available to meet their needs appropriately.

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 they are encouraged as they progress through the School to use the toilet during break times. The School will always attempt to support any training programme requested by a medical professional or parent.

As part of our admissions process we will seek permission from parents to be able to provide support with a child's intimate care and toileting. Where permission is not given staff will be made aware and parents will be contacted if their child requires intimate care.

Where a child has continuing incontinence problems a meeting will be held with parents to discuss the child's needs in detail. Referrals to external professionals such as the School Nurse will be made, with parental permission, to seek support to manage needs. Where a medical condition or disability exists that means a child will require ongoing support a personal care management plan will be set up and reviewed at least annually. Parents are expected to continue to provide nappies, wipes and a complete set of spare clothes. The

School also keeps a stock of spare clothes in various sizes.

Staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of plastic bags and disposable PPE available in the medical room for staff to use. If a child soils him/herself during school time, a member of staff will help the child:

- To 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
- Double wrap soiled clothes in plastic bags and give to parents to take home.

To protect both staff and children, the following staff ratios will be adhered to:

- Where a child is able to clean themselves with just adult prompting, one member of staff will support.
- Where a child requires physical support to help clean themselves, one member of staff will support with another member of staff present in the toilet area.
- Where a child requires full support with cleaning or changing of a nappy, two members of school staff will support.

At all times, staff pay attention to the level of distress and comfort of the child. If the child is thought to be ill, a member of staff will seek advice from the School Leadership Team to decide if the child will need to be sent home.

Our intention is that the child will never be left in soiled clothing, but as soon as the member of staff responsible for him/her is aware of the situation, she/he will clean the child or seek support from another member of staff to have the child cleaned. The member of staff responsible will check the child to ensure that he/she is clean before leaving to go home. In the event a child is reluctant and refuses despite encouragement, the parent/carer will be contacted immediately.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her 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 his/her efforts to gain these skills.

Our approach to best practice for ultimate care needs over and above accidents.

The management of all children with intimate care needs will be carefully planned as part of SEND or medical review meetings.

Where specialist equipment and facilities are recommended following assessment by a Physiotherapist and/or Occupational Therapist, every effort will be made to provide these appropriate facilities or equipment in a timely fashion where possible.

There is careful communication with any pupil 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.

Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities

Personal care management plans may be drawn up for any pupil requiring regular intimate

care and will be considered on an individual basis and reviewed at least annually.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the review documents.

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

Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day. This information should be treated as confidential and communicated in person, via telephone or by sealed letter.

Child Protection

The Governors and staff of Knowledge Gate International School recognise that disabled children are particularly vulnerable to all forms of abuse.

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) s/he will immediately report concerns to the Designated Safeguarding Lead.

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 agreed procedures.

Appendix 1:

**Personal Care Management
checklist**

(Completed in discussion with parents/carers at initial meeting regarding needs)

Child/young person's name:

Facilities	Discussed	Action
Suitable toilet identified? Adaptations required? Changing mat/table (easy clean surface) Grab rails Step Easy operate locks at suitable height Accessible locker for supplies Mirror at suitable height Hot and cold water Lever taps Disposal unit Moving and handling equipment Bleeper/emergency help		
Supplies	Discussed	Action
Home provided: Nappies/Pads Catheters Wipes Spare clothes Others (specify)		
School/setting provided supplies: Toilet rolls Urine bottles Bowl/bucket Antiseptic cleanser, cloths and blue roll Antiseptic hand wash Milton/sterilising fluid Paper towels, soap Disposable gloves/aprons Yellow sacks/disposal bags		
Staff training	Discussed	Action
Advice sought from medical personnel? Manual handling adviser?		

<p>Parental/carer involvement in the management plan</p> <p>Child/young person's involvement in the management plan</p> <p>Any parental/child/young person's preference for gender of carer</p> <p>Specific training for staff in personal care role</p> <p>Other children and pupils?</p> <p>Consult child/young person, respect privacy How does the child/young person communicate needs?</p>		
Support	Discussed	Action
<p>Identified</p> <p>staff Back up</p> <p>staff</p> <p>Training for back up staff</p> <p>Time plan for supporting personal care need</p>		

Personal Care Management Plan

Child/young person's name:

<u>Details of assistance required:</u>		
<u>Facilities and equipment:</u> (Clarify responsibility for provision of supplies e.g. parent/carer/school/other)		
<u>Staffing</u>		
Regular	Name	Time plan
Back up		
<u>Curriculum specific needs:</u>		
<u>Arrangements for trips/transport:</u>		
<u>Procedures for monitoring and complaints:</u> (including notification of changing needs by any relevant party)		
<u>This current plan has been agreed by:</u>		
Name		Signature
Role		
Date for review:		