



An All-through Co-operative School
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INTIMATE CARE AND TOILETING POLICY

Preston Manor Lower 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.

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.

The Governing Body recognises its duties and responsibilities in relation to the Disability

Discrimination Act which requires 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 school. However it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this an increasing number of children and young people with disabilities and medical conditions are being included in mainstream settings. A significant number of these pupils require adult assistance for their personal and intimate care needs.



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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 undertakes to attempt any support any training programme requested by a child's GP and/or the school doctor or parent.

Permission is sought as children enter Reception and slips are kept on record (Appendix.1). All Reception staff are informed of those children where no permission is given. Where a child has continuing incontinence problems parents are expected to continue to provide a complete set of spare clothes and 'baby-wipes'. The school also keeps a stock of spare clothes in various sizes

Reception staff have access to a private bathroom area (Disabled Toilet) with a toilet a hand basin and a shower. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use, which they must do. If a child soils him/herself during school time, one member staff (teacher, EYE, practitioner, meals supervisor) 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.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the school telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

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.

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.
 - Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
 - 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
 - Individual care plans will be drawn up for any pupil requiring regular intimate care
 - 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.
 - Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan
 - 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 Preston Manor Lower School recognise that children 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) 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.

Policy Created: Nov 2013

Policy Reviewed: June 2015



Appendix.1 – Parental Consent Letter for all Reception pupils

**Permission for School Staff to assist my child with
Intimate Cleaning and Changing Clothes**

Name of child: _____

Class/Year: _____

Name of parent/carer: _____

Children may at times have accidents at school that require intimate cleaning of their bodies, and changing of their clothes. In the event that this occurs we will:

1. Call parent/carer to come and change and clean their child

In the event that we **cannot** get in touch with you or you are **unable** to get to school, we require your permission to intimately clean and change your child.

Preston Manor School is committed to the welfare and safety of its students and expects all staff to share this commitment.

***I DO NOT give permission for staff to intimately clean and change my child's clothes. I understand that in the event that my child requires cleaning and changing, I MUST be available to come to the school.*

***I give permission for staff to intimately clean and change my child's clothes in the event that I am UNABLE to come to the school. (Please delete**)*

Signed

Date: _____