



Starcross Primary and Pre School

Intimate Care Policy

Approved by: Governors	Date: March 2021
Last reviewed on: 13 th March 2021	
Next review due by: March 2024	

All children are encouraged to use the toilet independently.

Though given privacy, children will be assisted by a staff member as needed.

Children will always be reminded of hand washing hygiene after using the toilet and before snack and before lunchtime, using liquid soap and running water.

Individual paper towels from a dispenser will always be provided for use.

Only adults who have completed DBS checks will be allowed to accompany children to the toilets.

Children wearing nappies or pull-ups will be changed regularly. School and Preschool children will be changed in the disabled toilet, where the door will be left ajar so that adult and child are not alone together. School children are changed in the Disabled Toilet by a member of staff. Staff will then complete the "Toileting Log" (see appendix 1), which contains the Adults and Childs Names, Date, Time and Reason for changing. This will only take place with the agreement of parents.

Staff members will wear disposable gloves and aprons when being exposed to bodily fluids/soiled clothing. All soiled clothing is double bagged and kept in an appropriate location in school and the Disabled Toilet in pre-school to be handed to parents on collection of their child.

Staff will always remain vigilant on hand washing and hygiene matters and will wash hands thoroughly with liquid soap and running water after assisting children with toileting. Hand Gels are available for staff to use regularly throughout the day.

Soiled nappies will be placed in a separate (PHS- Personal Hygiene Services) waste bin situated in the disabled/adult toilet. PHS are contracted to collect and dispose of all soiled waste weekly.

Parents will provide sufficient extra clothing, wipes, nappies, pull-ups for their children, where required. We will provide spare clothing for emergency needs.

Staff will liaise with parents/carers concerning toilet training; they will encourage and praise children who are new to toilet training, then set up an Intimate care / toileting plan. (Appendix 2)

Children will be asked and encouraged to collect their changing bag along with an agreed adult who will inform them of what they are doing. For non-verbal children the same process will apply but another member of staff will be informed of what they are doing.

No child will be humiliated, punished or verbally abused for soiling, wetting or not using the toilet.

No child will be forced to remain on the toilet or left wet or in soiled clothing.

Within School and Preschool we do provide a small low step to assist in reaching the toilet, a toilet seat that fits into a larger toilet and in pre-school a potty if in-between potty training and toilet training.

All the above safeguarding procedures and practices are in place to protect both children and staff of our school and pre-school.

Safeguarding and Welfare Requirements:

Health Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies

For all Preschool Children we request our parents read and sign to say they have read this Policy prior to their children attending our preschool.

For School Children, we will request parents read and sign this policy if their child requires regular intimate care / toileting assistance.

Name of child.....

As the parent of the above child, I can confirm I have read and understood the above policy.









As the parent of the above child, I can confirm I am in agreement with the Intimate Care Policy and my child can be changed and cared for by Starcross School / Pre-school staff.

Name of parent/carer.....

Relationship to the child.....

Signature of parent/carer.....

Date

 <h1 style="text-align: center;">Intimate Care/Toileting Plan</h1> 			
Childs Name:		DOB:	
Person Drawing up plan:		NHS no:	
Date of Plan:		Review Due:	
Area of Need:			
What is to be done:			
<u>When:</u>			
<u>Where:</u>			
<u>How:</u>			
Special notes: e.g. reward scheme, attitude to be taken, access to toilet, equipment required:			
How to record:			
Additional Information: e.g. guidance on how much a child should drink:			

Record of Independence

Name:

I can already:

✓

✓

✓

I will try to:

➤

➤

What I want to achieve is:

➤

These people will help me achieve my goal:

Signed by child, if appropriate:

As parent / carer of I give permission for the staff listed above to provide intimate care for my child and I will advise the Head Teacher of any condition or changes in relation to my child's needs, which may affect issues of intimate care.

Parent/Carer's name:

Signature:

Contact Phone No/s:

Date:

Signature of person drawing up the plan and responsible for reviewing:

Date: