



Inspiring Learners to Achieve Big Dreams

## Intimate Care and Toileting Policy

### Introduction

At The Crescent Primary School we believe that all the children have the right to be safe, to be treated with courtesy, dignity, respect and to be able to access all aspects of the curriculum. In line with the Disability Discrimination Act (DDA 2001 amended 2005) the school will not refuse admission to children who are incontinent.

### The Aims of this policy are:

- To safeguard the rights and promote the welfare of the children who are incontinent.
- To promote and protect the child's right for privacy and dignity.
- To safeguard and provide guidance to staff that have to provide intimate care.
- To meet the health and safety requirements of children and staff.
- To protect children from discrimination and ensure their inclusion.

### If a child is known to have special needs that include incontinence we will:

- Seek information about a child's continence before they start at the school.
- Agree who is to be responsible for changing the child - this would usually be a member of the support staff.
- Change a child if they are soiled or obviously excessively wet.
- Make sure that the nappy changing area is safe, secure, clean and ready to use.
- Give staff protective clothing to wear while changing a child.

### Before the child starts school we will meet with parents to:

- Discuss the individual needs of the child and find out how the child is changed at home to ensure consistency of care.
- Complete a Toileting Plan (see appendix)
- Agree on how the child is assisted and how and where this will take place and how
- Agree a procedure for information exchange relating to any marks or rashes.
- Support the child in learning to use the toilet.
- Meet regularly to review how the child's needs are being met.

### The school will provide:

- A private area, with running water and liquid soap.
- Plastic /disposable aprons, gloves
- A suitable changing surface with cover available.
- A bin with lid for sole use of nappy / wipes disposal
- Cleaning materials,

### The policy for changing any child who is *occasionally* incontinent:

- If a child is wet give them spare clothes from the school store and encourage them to change independently, a minimum of **TWO** staff members must remain with the child **AT ALL TIMES** if they need any assistance. Otherwise the adult must remain outside the room.
- If they have soiled: call their parents to find out if they are able to get to school within 10 -15 minutes to clean and change their child. If this is not the case verbal permission will be sought from parents to shower and change their child.



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- Staff must get the 'Emergency Box' that contains all necessary equipment BEFORE starting to clean and change the child. Care must be taken to preserve the child's privacy and dignity and they must be encouraged to be as independent as possible.
- A minimum of **TWO** staff must remain with the child **AT ALL TIMES** whilst they are showered and changed.

Appendix A: Toileting and intimate care plan; record of discussion with parents/carers and child where appropriate

Document Control Information				
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1.1	Policy Adopted	New Policy	GH	2016
2.1	Policy reviewed and amended	Reviewed no changes	JF	02/18



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**Appendix A:**

**TOILETING AND INTIMATE CARE PLAN; RECORD OF DISCUSSION WITH PARENTS/CARERS AND CHILD WHERE APPROPRIATE**

<b>CHILD'S NAME:</b>	<b>DATE OF BIRTH:</b>	<b>CLASS:</b>
<b>STAFF INVOLVED:</b>		<b>DATE OF DISCUSSION:</b>
<b>Key Questions</b>	<b>Notes</b>	
How are they changed at home and how much help do they need?		
What steps will be taken to prevent the spread of infection?		
Who will change the child and what actions should be put in place when this person is not available/contactable?		
How will home and school share information about child's needs and any specific issues such as rashes etc?		
Are there any specific resources needed and if so who will provide them?		
What are home and school going to do to encourage the child to use the toilet independently?		
<b>This plan has been agreed by:</b>		
<b>Staff signatures:</b>		
<b>Parents/carers signatures:</b>		
<b>Child's signature: (if appropriate)</b>		