

## Newton Tony CE VC Primary School

### Personal Care Policy

Policy agreed

September 2020

Policy review

September 2021 (or as required)

This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years Foundation. The normal range of development for this group of children indicates that they may not be fully toilet trained. It may be that some may not even have commenced toilet training at this age. In addition to this there are other vulnerable groups of children and young people that may require support with personal care on either a short, longer term or permanent basis due to SEN and disability, medical needs or a temporary impairment.

#### Aims

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

#### Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young persons' right to privacy and dignity is maintained at all times.

#### SEND and Inclusion

Our school recognises that some SEND cases may result in children arriving at school with under developed toilet training skills. This policy also aims to clarify the school's position on toileting needs in children who have no SEND needs and who soil regularly within the school day. If a child is not toilet trained because of a disability his/her rights to inclusion are additionally supported. Advice will be sought from the SSENS Service, School Nurse and Behaviour Support Team

#### Intimate Care Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing
- Providing comfort or support for a distressed pupil
- Assisting a pupil requiring medical care, who is not able to carry this out unaided
- Cleaning a pupil who has soiled him/herself, is bleeding, has vomited or feels unwell

## **Supporting dressing/undressing**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in Early Years. Staff will always encourage children to attempt undressing and dressing unaided.

## **Providing comfort or support**

Children may seek physical comfort from staff (particularly children in Reception). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender and situation of the child. If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

## **Intimate Care**

### **EYFS**

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". All EYFS staff will encourage children to independently manage their personal hygiene.

Parents/carers of children in EYFS will be asked to provide a change of underwear (and bag) to support their child independent personal hygiene. **Staff will encourage children to privately change their underwear independently in the toilet cubicle without adult supervision.**

We will send a letter to all parents/carers of Reception children prior to them starting school. The letter will inform parents that if a child accidentally 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 EYFS (unless a parent informs us differently in writing.)

If the child soils (excrement) themselves and it is deemed by a member of staff that it is too difficult for them to self clean, a parent/carer will be telephoned and the child will be collected or changed at school by the parent/carer. **Staff will not be expected to change a child who has soiled themselves.**

### **Key Stage 1 and 2**

Any child that soils or wets will not be changed by any member of staff. However, we will provide a private secure room (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. If the child soils themselves and it is deemed by a member of staff that it is too difficult for them to self clean, a parent/carer will be telephoned and the child will be collected or changed at school by the parent/carer.

### **Menstruation guidance**

We will provide a sanitary product disposal bin in the children's toilet and access to sanitary products. The Head Teacher will discuss the location and use of the disposal bin with the girls in upper key stage 2 (when deemed appropriate). The Head Teacher will also discuss sanitary products available at the school and provide appropriate children with products as required.

### **Consent from Parents**

EYFS parents will be asked to sign a consent form prior to their child starting school, so that staff can clean and change their child in the event of the child wetting themselves. If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives.

**Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance.** The child will be dressed at all times and never left partially clothed.

## **In the event of not being able to contact a parent/carer**

If the parents and emergency contacts cannot be contacted the Head Teacher will be consulted (in her absence the DDSL). If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

## **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 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. 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 in exceptional circumstances of regular soiling**

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. Our school does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

In cases of regular soiling, school will be pro-active in initiating a process (i.e. a CAF) to work with parents to resolve any problems, whether they be psychological or physical. Parents must engage proactively in this process with the care plan drawn up as part of a TAC meeting. This will be actively reviewed and next steps decided in accordance with the CAF process.

**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.**

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned after soiling, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child

## **Hygiene**

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

## **Protection for staff**

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

## **Volunteer Staff**

It is not appropriate for volunteers to carry out intimate care procedures.