



Our Lady of Lourdes Catholic Primary School

# Intimate Care & Toileting Policy

March 2021



# **Our Lady of Lourdes Catholic Primary School**

## **Intimate Care and Toileting Policy**

### **Introduction**

Our Lady of Lourdes Catholic Primary School's primary concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Our Lady of Lourdes Catholic Primary School work in partnership with parents/carers to provide continuity of care to children wherever possible.

Our Lady of Lourdes Catholic Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Our Lady of Lourdes Catholic Primary School recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

### **Definition**

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing or bathing.

### **Child Protection**

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding officer, who will follow the procedures outlined in the Safeguarding policy.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the

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matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

- The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the school.
- If an allegation is made against a member of staff, the setting will follow the procedure outlined in the Safeguarding Policy.

### **General procedures**

Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training. All staff involved have been checked following the Disclosure & Barring Service (DBS) requirements (formally CRB Checks.)

There is careful communication with each child who requires assistance with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. Staff will encourage each child to do as much for themselves as they can and individual intimate care plans will be drawn up for the child.

One child will be cared for by one adult where possible, unless there is good reason for having two adults present. If this is the case, the reasons will be clearly documented. Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints.

### **Nappy/ Pad/ Feminine Hygiene/Soiled Clothing changing procedure**

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- Intimate care procedures will be carried out by the child's key person wherever possible. A child will never be supported in intimate care routines by an adult who is not familiar to them. The member of staff changing the child will inform another member of staff that they are going to do this.
- A child will always be consulted before an intimate care routine takes place following their preferred means of communication. This gives the child time to process what is going to happen next. They will never be forced to leave what they are doing.
- Staff will use the toilets/accessible toilet in order to maintain the child's privacy. These areas are enclosed enough to respect the child's privacy, yet are not beyond sight of other staff members.
- Mobile children can be changed standing up. The child's preference/needs will be considered, together with any assessed risks involved.
- Staff will wash their hands and wear fresh aprons and disposable gloves while changing a child. For more information on Infection Control, please see our Infection Control Standard.
- Soiled nappies, pads, feminine hygiene products, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied at least once a day and the liner replaced.
- The changing area will be cleaned with a detergent spray or soap and water.
- Hot water and soap is available for staff to wash hands as soon as changing is finished.
- Paper towels are available to dry hands.

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### **Management Declaration**

I have read, understood and agree to enforce the Intimate Care & Toileting Policy.

**Signature:**

**Printed:**

**Date:**

**Employee Declaration** have read, understood and agree to follow the Intimate Care & Toileting Policy.

**Signature:**

**Printed:**

**Date:**