



Cabot
Learning
Federation

Toileting and
Intimate Care
Policy

Date Adopted: Date, Cabot Learning Federation
Implementation Date: October 2019

Contents

History of most recent Policy changes.....	2
Contents.....	3
1 Heading 1.....	Error! Bookmark not defined.
2 Heading 1.....	Error! Bookmark not defined.
3 Heading 1.....	Error! Bookmark not defined.
4 Heading 1.....	Error! Bookmark not defined.
Appendix One.....	Error! Bookmark not defined.

1 Policy Statement

- 1.1 All children at Frome Vale Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of learning and school life.
- 1.2 It is preferable that children are toilet trained before attending Frome Vale Academy. However no child will be excluded from participating in the Foundation Stage who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.
- 1.3 This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies, Administering of Medicines policy and must be read in conjunction with dealing with bodily fluids guidance in Health and Safety manual under infection control.
- 1.4 This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) 2017 and the Equalities Act 2010: Frome Vale Academy will ensure that:
 - No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
 - No child with a named condition that affects personal development will be discriminated against;
 - No child who is delayed in achieving continence will be refused admission;
 - Adjustments will be made for any child who has delayed incontinence;

2 Intimate Care Tasks

- 2.1 This covers any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

3 Partnership with Parents/Carers

- 3.1 The staff team at Frome Vale Academy works in partnership with parents/carers to provide care appropriate to the needs of the individual. Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support of all adults involved. Parents will be supported by the school to work in partnership towards their child's toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time. If children require regular changing then a care plan will be created. The care plan will set out:
 - What care is required;
 - Number of staff needed to carry out the task (if more than one person is required , reason will be documented);
 - Additional equipment required and equipment to be provided by parents/carers. This may include nappies, nappy sacks, spare clothes and underwear. It may also include provision for longer term medical needs such as a changing bed or a rise and fall table if applicable;

- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;
- Child's level of ability i.e. what tasks they are able to do by themselves;
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care;
- Be regularly monitored and reviewed in accordance with the child's development.

4 Best Practice

- 4.1 When intimate care is given, the member of staff tells a member of their team that they are providing intimate care and where they will be doing this. The door to the changing area will be left open whilst protecting the privacy of the child.
- 4.2 The member of staff explains fully, to the child, each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they are successful in any aspect of self-care. Staff will not apply creams but will support the child to do it themselves if medically necessary.
- 4.3 All staff working in early years setting have a full DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.
- 4.4 Staff will record the date and time when a child has been given intimate care and this will be shared with parents/carers.

5 Safeguarding

- 5.1 Staff are trained on the signs and symptoms of child abuse through annual Safeguarding training within the Cabot Learning Federation. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead Officer (DSLO) immediately.
- 5.2 If a child makes an allegation against a member of staff, the Principal must be informed immediately and the procedure set out in the Safeguarding Policy will be followed.

6 Dealing with body fluids

- 6.1 Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the appropriate bins. Nappy bins will be available when a child is still wearing nappies. When dealing with body fluids, staff wear protective clothing, disposable plastic aprons and gloves and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home— staff



will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

- 6.2 All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.
- 6.3 This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Signed

Date: