

Starcross Primary School

Intimate Care Policy

Approved
by: Governors

Date: 24 January 2024

AMENDMENT RECORD

Date	Reviewed by	Nature of change	Date of next review
13.03.2021	Local Governing Body	Updated policy	January 2024
24.01.2024	Local Governing Body	Updated policy	January 2027

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, before snack and before lunchtime, using liquid soap and running water.

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

All Starcross staff have DBS checks and are allowed to accompany children to the toilets.

Children wearing nappies or pull-ups will be changed regularly. Primary School and Preschool children will be changed in the disabled toilets, where the door will be left ajar so that adult and child are not alone together and a second adult will be outside the door. Children are changed in the Disabled Toilets 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. Changing only takes place with the agreement of parents. There will be an intimate care plan in place.

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, 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 toilets. 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, left wet or in soiled clothing.

We provide a small low step to assist in reaching the toilet, a toilet seat that fits into a larger toilet and a potty if the child is in-between potty training and toilet training.

All the above safeguarding procedures and practices are in place to protect both children and staff..

Safeguarding and Welfare Requirements:

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

For all children we request our parents read and sign to say they have read this policy prior to their children attending our school.

We 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 give permission for my child to be changed and cared for by Starcross staff.

Name of parent/carer.....

Relationship to the child.....






Signature of parent/carer.....

Date

(Appendix 1)

Intimate Care Log

Date	Time	Child's Name	Adult	Details

 <h1 style="margin: 0;">Intimate</h1> <h2 style="margin: 0;">Care/Toileting Plan</h2> 			
Childs Name:		DOB:	
Person Drawing up plan:			
Date of Plan:		Review Due:	
Area of Need:			
Actions:			
<u>When:</u>			
<u>Where:</u>			
<u>How:</u>			

Who:

Special notes: e.g. reward scheme, 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 staff 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: _____