



Wantage C.E Primary School Intimate Personal Care Policy (June 2018)

Background:

Wantage CE Primary school is responsible for the care of all children, whatever their needs or difficulties, including children with learning and physical difficulties who have an increased dependency and may require practical support with their intimate care needs at nursery/school.

We have defined *Intimate Care* as direct care of the child in terms of any personal care activity a child is not yet able to do for him/herself.

We recognize that achieving continence is a developmental milestone which is usually reached within the context of the home prior to starting at a nursery or school setting. However, there is sometimes the need for nursery/school to support a child who has yet to fully acquire this level of independence.

The key principles of the policy:

At Wantage CE Primary school (Nursery and Reception), we refer to and implement the principles within the Early Years Foundation Stage Curriculum. This includes a strand of learning called 'Personal, Social, Emotional Development' (PSED) which recognises that; *"...the development of independence skills, particularly for children who are highly dependent upon adult support for personal care"* must be carefully planned for. Therefore, at Wantage CE primary school, we have agreed that any child, regardless of age, who has yet to develop independent toileting skills, should:

- not be discriminated against in relation to their admission to school.
- be appropriately supported with their toileting needs.
- be encouraged to develop a sense of independence in managing their personal hygiene needs and an improved sense of well-being.

We aim to support any training programme implemented by the child's GP, health visitor or parent/caregiver to enable them to achieve independent toileting. Our staff will not request that a parent or caregiver should come into the nursery/school to change their child (unless this is the request expressed by the parent/care giver). Doing so, would be a breach of the Disability Discrimination Act (2005), SEN and Disability Act (2001) and the Disability Equality Act (2010). In addition, no child would be left soiled; this would be deemed undignified and a form of abuse.

This policy complies with Oxfordshire County Council Personal Care Guidance which can be accessed on the OCC website within their 'Local Offer' pages.

Our Procedure for Personal Care:

- ✓ Consent for administering personal care will be obtained from each child's parent / caregiver prior to admission to Nursery or school.
- ✓ A member of staff who knows the child well will attend to his/her personal care needs. (E.g. key worker / class teacher).
- ✓ Personal Care Plans will be implemented where appropriate.
- ✓ The closest changing area will be used, to help ensure that the child has privacy and dignity.
- ✓ Staff will use disposable gloves (latex free), a disposable apron, wipes (non-scented, non-alcohol based and hypoallergenic) to clean the child and nappy bags as required. Parents/caregivers should inform staff of any issues with certain products which should not be used on their child.
- ✓ The children must be encouraged where possible to participate in their toileting care. For example, wiping themselves and pulling up their underwear.
- ✓ The child will be cleaned if necessary and changed using wipes.
- ✓ All nappies/soiled wipes will be sealed in bags and disposed of in the waste disposal unit located in the Nursery unit.
- ✓ Children are required to bring a change of clothes with them daily to nursery/school. They will be encouraged to dress themselves by staff where possible and supported if needed.
- ✓ If the child has no clothing of their own in their bag, then good quality, appropriately sized clothing will be provided by the school (on loan) and it is the parent/care-giver's responsibility to return this back to school, ideally washed/cleaned.
- ✓ If wet or soiled, the child's clothes must be sealed in a plastic bag and placed in the child's bag. Staff will inform parents of this in a sensitive manner.

- ✓ Staff will ensure that the changing areas are thoroughly cleaned as appropriate after each change/daily using the provided cleaning spray.
- ✓ The Caretaker/cleaner will be informed of any 'deep clean' that is required following soiling/vomiting.

Facilities:

All classes across the school have toilets/changing areas close the classrooms. It may be necessary for a child to be changed in an alternative changing area than they are used to. For example, if they are in a different part of the school at the time of *Intimate Personal Care* is required.

Health and Safety:

In the instance that a child may accidentally soil/wet themselves or vomit whilst on the school premises, the following protocols will be followed:

- ✓ Staff will wear an apron and gloves (disposable) whilst changing the child.
- ✓ Soiled nappies/wipes will be sealed in bags and disposed of in the waste disposal bin located in the Nursery unit.
- ✓ Soiled clothing will be sealed in a plastic bag and placed in the child's bag to go home.
- ✓ The child's parent/caregiver to be informed (discreetly) of the incident.
- ✓ The changing area/toilet will be cleaned after use each time and where necessary, the Caretaker/cleaner will be informed of any 'deep clean' that may be required.
- ✓ Both the child and member of staff who has administered personal care, will wash their hands.
- ✓ Soap and paper towels / hot air dryers are available in all changing areas.
- ✓ Staff will encourage/promote children to carry-out handwashing effectively. There are 'child-friendly' posters in the changing areas/toilets to remind the children of this.

Safeguarding:

All staff appointed at Wantage CE Primary school have had an enhanced DBS check. The usual process of assisting a child with intimate personal care such as changing a nappy should not raise any child protection concern. There is no current regulation which stipulates a second member of staff should be present whilst a child is being changed/supported in this process to ensure that abuse does not take place. However, if staff feel that it is appropriate for a second

adult to support them in the process of changing a child/supporting a child's *Intimate Personal Care* needs, then this will be honoured. Ideally this would be an adult who works within the same class/year group as the child.

As part of the introductory/admissions process for a child starting at Wantage CE, parents/care givers are asked to provide permission for their child to be changed, cleaned and supported in their *Intimate Personal Care*.

Working in Partnership with Parents/Caregivers:

Prior to any child starting at Wantage CE school, parents / care-givers are asked to complete an information questionnaire on their child, including any toileting/personal care needs they may have. This includes any medical needs, outside agency involvement e.g. Health Visitor, Bowel and Bladder Service. In addition, we operate an 'open door' policy whereby our staff are committed to ensuring any concerns around a child's needs are listened to and acted upon in an appropriate manner. In some circumstances, it may be appropriate to implement a Personal Care Plan. This may include some of the following:

The Parents/Caregivers:

- ✓ Agree to change the child at the latest possible time before coming into Nursery/school.
- ✓ Provide spare items of clothing/underwear including nappies where appropriate.
- ✓ Understand and agree to the school's procedures outlined in their *Intimate Personal Care Policy*
- ✓ Ensure they inform school staff of any rashes/marks their child may have
- ✓ Agree how often their child should be routinely changed if their child is in school for the full day as well as who will be doing the changing.
- ✓ Agree how often these arrangements will be reviewed, in discussion with the school.

The Nursery/school:

- ✓ Agree to change the child if necessary.
- ✓ Agree how often the child should be routinely changed if the child is in school for the full day and by whom.
- ✓ Agree that a report will be provided to the HT, SENCO, DSG should the child be distressed or if marks and rashes are seen.
- ✓ Agree to review the arrangements set out in the Care Plan, on a regular basis, in discussion with the parents/caregivers.