



# Oswald Road Primary School

## The Home School Agreement Policy for managing Personal Care Needs by the Intimate Care and Toileting Policy

**September 2021**

Policy approved by Chair of Governors: September 2021

Policy ratified by Governing Body: November 2021

Headteacher: Deborah Howard

Chair of Governors: Peter Martin

**To be reviewed in 3 years: September 2024**

## **Introduction**

Intimate care is considered to be any activity carried out to maintain the personal hygiene and/or health and wellbeing of a child where the activity involves touching or carrying out an intimate procedure on a child.

Examples of these activities include:

1. Dressing and undressing support for PE.
2. Supporting a child in the bathroom with toileting.
3. Wiping and cleaning a child who has had a toileting accident in school.
4. Supporting a child who has become wet due to outdoor and water play.

Such intimate care is part of a school's duty of care to the child.

## **The School Context**

The issue of intimate care is a sensitive one for both staff and parents/carers alike. It requires staff to be respectful and supportive of the child's needs so the parents/carers will be reassured that any procedure will be handled effectively at all times. At Oswald Road the child's dignity will always be preserved with the high level of privacy, choice and control.

There will always be a high awareness of child protection issues. All staff at the school have a current DBS (Disclosure and Barring Service) check to ensure that there are suitable adults to work with children and young people. Staff behaviour must and will be open to scrutiny and staff must and will work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

The following policy is based on best practice.

## **Aims and Objectives**

Oswald Road 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. We recognise that there is a need to treat all children with respect when intimate care is given and staff will, at all times, strive to maintain dignity and privacy. No child should be attended to in a way that causes distress or discomfort.

## **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned.

Some children may, as a result of medical or developmental needs, require support with toileting on a regular basis and if this is the case then school will write a Personal Care Needs Plan for such pupils.

Some children may rarely or even as a one off occurrence wet or soil themselves. These pupils will not need Personal Care Plan but will be supported according to the procedures outlined in this document.

Some children may require support of the adults to carry out the specific procedure where a person has medical needs e.g. stoma care or catheterisation. In this case only the person suitably trained and assessed as competent will undertake the procedure and this will be a written protocol within a Personal Care Needs Plan, agreed with parents/carers and healthcare professionals if appropriate.

Any child with intimate care needs will be supported to achieve the highest level of independence that is possible given their age and abilities. Staff will encourage each child to do as much as possible for themselves.

Each child's privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might be present when a child is toileted. There are no legal requirements to have two members of staff present when intimate care activities take place. Where possible, the child will be supported by one adult, unless there is a specific reason for having two e.g. if the child is being moved by a sling. Then this would be clearly documented in a Personal Care Plan.

When a child has a Personal Care Plan this will be discussed and reviewed with parents' on a regular basis. The needs and wishes of the child will be taken into account wherever possible within the constraints of staffing.

### **The Protection of Children**

All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's about a child physically (bruises, marks) or emotionally they will immediately log their concerns as per the school's safeguarding procedure.

The expectation is that when members of staff make physical contact with pupils it will be:

1. Only to support a child in a task that they are unable to carry out for themselves.
2. For the least amount of time necessary.
3. Appropriate given their age, stage of development.
4. In response to the pupil's needs at the time.

### **Implementing this policy in school**

This document covers a number of possible scenarios that may occur in our school:

1. A child requires regular support with dressing/toileting and has a Personal Care Plan.
2. A child does not require regular support: is wet or soiled due to an 'accident'

Children in Nursery who have regular 'accidents' would not have an individual plan.  
Children in Reception who have fairly regular 'accidents' would not have an individual plan.  
Individual plans will be written for those children where there is more of a specific need.

### **Scenario for the child requiring regular dressing/toileting support**

The school is aware that the children with special needs, medical needs, and physical needs may have additional needs around toileting. Regardless of the child's age and ability, the views and emotional responses of children with such needs will be actively sought when drawing up or reviewing a Personal Care Plan.

Any child requiring regular dressing/toileting support will have a plan, which will be typed up by the Health Lead in conjunction with the class teacher and then sent home to be agreed. The plan will clearly outline the procedure, who is responsible for carrying out the procedure. The plan allows school and parents' to be aware of the complete procedure for the start.

School may ask the parent/carer to provide resources to support the toileting needs: nappies, pads, wipes etc.

### **Scenario for the child who does not require regular dressing/toileting support**

In the event of a child becoming wet or soiled a member of staff will discreetly escort the child to the bathroom. An older child may be able to support themselves with the change of clothes. Some need the support to change, children will be encouraged to use the tissue to clean themselves. They may need support with this in some circumstances and as professionals staff will assess this. If a child is soiled the procedure will be the same but the child may need a lot more support.

Soiled or wet clothes will be placed in a bag and sealed. At the end of the school day staff will discreetly pass the parent/carer the bag. Verbally they will feed back the details of the circumstances.

### **Off-site trips and visits**

Where a child has a Personal Care Needs Plan, consultation with colleagues should take place where any deviation from arrangements is anticipated e.g. on a school trip or visit as the same standard and level of facilities may not be available off site. Any deviation from the agreed plan will be documented and recorded on CPOMS.

### **Additional Information on Safeguarding**

The Manchester LA Circular Letter (104) states that:

*The normal process of changing a nappy should not raise concerns about child protection and there are no regulations stating that a second member of staff must be present to supervise the changing of a nappy or the toileting of a pupil.*

*Members of staff employed in education and childcare settings are subject to enhanced DBS checks to ensure the safety of the children in their care.*

*If there is known risk of false allegations by a child or young person then two members of staff should be present when changing or toileting the pupil.*