

Toileting and Intimate Care	 Southwold School
Policies and Procedures	

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Approvals

Area/Title	Name	Signature	Date
Chair of Governors	Darren Townsend	_____	___/___/___
Principal	Helen Wollington	_____	___/___/___

All children at Southwold Primary and Nursery School have the right to be safe and be treated with dignity, respect and privacy at all times. 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 and Administering of Medicines policy.

This policy supports the Safeguarding and Welfare Requirements of Early Years Foundation Stage (EYFS) April 2017 and the Disability Discrimination Act 2005: All staff 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
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed incontinence

Intimate Care Tasks – cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone to use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with Parents/Carers – Staff and the child's key Person at Southwold Primary and Nursery School work in partnership with parents and carers to provide care appropriate to the needs of the individual child and together will produce a care plan. 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, the reason will be documented)
- Additional equipment required

- 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
- Acknowledgement 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

Parents and carers are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks
- Spare Clothes
- Spare underwear
- Required items for personal cases

Best Practice – When intimate care is given, the member of staff will explain each task that is carried out and the reason for it. Staff will encourage children to do as much for themselves as they can and lots of praise and encouragement will be given to the child along the way.

All staff working in the school must have a DBS and an enhanced barred list check. Particular staff members are identified to change a child with identified needs and they plan and record their work with that child.

Safeguarding – Staff are trained on the signs and symptoms of child abuse which fall in line with the White Horse Federation Safeguarding guidelines and have read 'Keeping Children safe in Education' April 2020 and 'Working Together to Safeguard Children' February 2019. They complete annual training and any update training through the year.

If a member of staff is concerned about any physical or emotional change, such as marks, bruises, soreness or distress they will inform the named Safeguarding Designated Officer immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, a member of the Senior Leadership Team will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the Senior Leader will seek advice from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the White Horse Federation Safeguarding Policy will be followed. This must only be discussed with the Principal.

Dealing with body fluids and additional precautions for Covid 19 transmission – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging and placing at the back of the hall by the exit door. The outer bag must be labelled with the date. When dealing with body fluids, staff will wear personal protective clothing (PPE) and wash themselves thoroughly afterwards. Soiled clothing will be double bagged immediately and put in the medical room, then sent home with the child at the end of the school day. Children will be kept away from the affected area until it has had a thorough clean.

Nappy changing - Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.

How to work safely in specific situations, including where PPE may be required

Reference to PPE in the following situations means:

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)

Where PPE is recommended, this means that:

- a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a facemask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

All staff will maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection. 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.

How should PPE and face coverings be disposed of?

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.