



Phoenix Infant Academy
Together We Soar

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| Name of Policy | Intimate Care and Toileting Policy |
| Scope of Policy | This policy applies to all pupils and members of staff at Phoenix Infant Academy |
| Approved by | Principal |
| Date of Approval | September 2024 |
| Review period | Two Years |
| Review Date | September 2026 |

GROWING STRONGER TOGETHER



**THAMES LEARNING
TRUST**

Rationale:

All children at Phoenix Infant 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 the aspects of the curriculum and achieve their potential.

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 Child Protection and Safeguarding Policy, Health and Safety Policies, SEND Policy and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021 and the Equality Act 2010. Phoenix Infant Academy will ensure that:

- 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

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.

Partnership with Parents/Carers

Teacher and Learning Support Assistants work in partnership with parents/carers to provide care appropriate to the needs of the individual child.

Parents/Carers are asked to supply the following (as applicable):-

- Spare nappies
- Wipes, nappy sacks etc
- Spare Clothes
- Spare underwear

Best Practice

When intimate care is given, the member of staff explains fully 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 achieve.

All staff have a 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.

When dealing with body fluids, staff wear protective clothing (disposal plastic gloves) wash themselves thoroughly afterward. Soiled clothing will be bagged to go home – staff will not rinse it. Adults will endeavour to keep children away from soiled areas until they have been cleaned.

All staff 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.

Guidance for support staff carrying out toileting procedures/personal care of a child in attendance at the school.

- All adults assisting with toileting or changing a child should be employees of the school or long-term

supply staff. Where possible the adult should be familiar with the child.

- Whilst ensuring that the privacy and dignity are maintained, wherever possible, two adults should be present when changing or toileting procedures are being carried out.
- Staff should notify another adult within the classroom when they are taking a child to the toilet.
- It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or adults may ask.
- Staff involved in these procedures should have completed Child Protection training.
- Toilet training procedures should take place in a place which provides enough privacy for the child. The area should provide full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the child and staff.
- The parents/carers must sign consent on the home school agreement to give their permission for staff to carry out toileting procedures.
- The school will provide appropriate hygiene apparatus for this to happen, e.g. tissues, wipes, and vinyl gloves.

Parents/Carers responsibilities

- To provide the school with wipes and spare clothes as appropriate (for some children this may be nappies or 'pull-ups') - all clearly labelled with the child's name.
- To sign the home school agreement giving their consent for staff to assist with toileting their child.
- Should a child soil their clothes, any spare clothes they have been given that belong to the school will be washed and returned to school as soon as is possible.

Staff responsibilities

- Staff will ensure that each child's toileting needs are treated with dignity and respect.
- Staff will ensure a high standard of hygiene is maintained throughout for both themselves and the child.
- Staff will wear appropriate protective clothing.
- Disposable items, such as gloves/wipes will be disposed of correctly after use, for example in a nappy sack into a suitable bin (PNS).
- Where applicable, changing mats will be kept clean and in a good state of repair. Changing mats will be cleaned after each use.

Equal Opportunities

- This policy applies to all children who require assistance with toileting or changing,
- regardless of their sex, colour, race, ability or disability, religion or nationality.

PARENTAL CONSENT FORM

NAME

Class

- I/We give consent for my/our child to be assisted with toileting procedures and/or changing by staff at Phoenix Infant Academy.
- I/We understand that where possible, two members of staff will be present when my/our child is assisted and that we will be informed of any assistance.
- I/We will provide wipes, nappies/pull ups and spare clothes, in a labelled bag.
- The school will provide a clean changing area, yellow clinical waste bags and bin for disposal, gloves, aprons and handwashing facilities.
- Should my/our child soil their clothes, they will be sent home in a plastic bag at the end of the school day. Any spare clothes that belong to the school will be washed and returned as soon as is possible.
- The school will ensure that my/our child is treated with respect and dignity when being assisted.

Name

Signed

Date