



INTIMATE CARE AND TOILETING POLICY

Policy Statement

All children at Churchwood Kindergarten 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 reference to toileting. It should be considered in line with the following policies: Safeguarding and Child Protection, Health and Safety, Confidentiality and Client Access to Records Policy, Administering Medications and Managing Children Who Are Sick, Infectious or With Allergies.

This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) 2017 and The Equality Act 2010. We 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.
- Adjustments will be made for any child who has delayed continence.
- No child will be sent home or have to wait for their parent/carer due to incontinence.

Intimate Care

Definition of intimate care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves, but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

Intimate care tasks are any tasks that involve dressing and undressing of underwear, 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.

Working with the child's family

Each child's key worker will work in partnership with parents to provide care appropriate to the needs of the individual child.

Before the child starts at Churchwood Kindergarten, staff will meet with parents to discuss which toileting tasks the child is able to do by themselves. Staff will also discuss and acknowledge any cultural or religious sensitivities related to aspects of intimate care.

Prior permission will be obtained from parents before intimate care procedures are carried out, either through the general permission form in the Parent Information Handbook or as detailed in an Intimate Care Plan.

Staff will regularly monitor and review a child's care in accordance to the child's development.

Parents are asked to supply the following:

Spare clothes

Spare underwear

Nappies/pull-ups

Best practice

When intimate care is given, a member of staff will explain to the child each task that is carried out and the reason for it. Staff will encourage children to do as much as possible for themselves, and give lots of praise and encouragement to the child when they achieve.

Information regarding intimate care procedures will be exchanged with parents through personal contact, telephone or correspondence using Churchwood Kindergarten records.

Recording equipment such as cameras and mobile phones will not be taken into areas where intimate care is carried out.

Safeguarding

It is essential that all staff are familiar with the setting's Safeguarding and Child Protection Policy and procedures. All Churchwood Kindergarten staff are trained in the signs and symptoms of child abuse and are aware of the guidance provided by the DFES booklet "What to do if you think a child is being abused."

If a member of staff is concerned about any physical or emotional changes (such as marks, bruises, soreness or distress) they will inform the Designated Safeguarding Officer (DSO) immediately. The reporting procedures outlined in the Safeguarding and Child Protection Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSO will look into the situation and record any findings. These will be discussed with the child's parents in order to resolve the problem. If necessary, the DSO will seek advice from other agencies. Parental permission will be obtained before talking to any agency about a specifically named child.

Dealing with intimate care may leave staff more vulnerable to accusations of abuse. If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding and Child Protection Policy will be followed.

Intimate care plans

Establishing effective working relationships with parents is particularly necessary for children with specific care needs or disabilities. Parents should be encouraged and empowered to work with professionals to ensure their child's needs are properly identified, understood and met. They should be closely involved in the preparation of Intimate Care Plans and any other Education, Health and Care (EHC) Plan. The plan should be signed by all who contribute and reviewed on an agreed basis.

The plan should only be put in place after agreement from a qualified professional, such as a community nurse.

In developing the plan, the following should be considered:

- Staff ratios and training.
- Toilet facilities and equipment (eg: spare clothes and disposable gloves).
- Awareness of a child's discomfort which may affect learning.
- The importance of working towards independence.
- Who will substitute in the absence of the appointed person.
- Strategies for dealing with pressure from peers (eg: teasing/bullying, particularly if the child has an odour).
- Privacy of the child.
- Pupil voice – allowing the child (subject to their age and understanding) to express a preference regarding the choice of their carer and sequence of care.
- Agreeing appropriate terminology for private parts of the body and functions to be used by staff.
- Awareness of the child's method and level of communication; these may include words, signs, symbols, body movements and eye pointing.

Plans for the provision of intimate care must be clearly recorded to ensure clarity of expectations, roles and responsibilities. Records should also reflect arrangements for ongoing and emergency communication between home, Churchwood Kindergarten and the medical service. A procedure should also be included to explain how concerns arising from the intimate care process will be dealt with.

Links with other agencies

Positive links with other agencies will enable Churchwood Kindergarten to take account of the knowledge, skills and expertise of other professionals, and will ensure the child's well-being and development remains the key focus. Arrangements for ongoing liaison and support to staff should also be formally agreed and recorded. Churchwood Kindergarten will identify a named member of staff to co-ordinate links with other agencies.

Practical advice

When children need intimate care facilities, reasonable adjustments will need to be made. While the main Churchwood Kindergarten site has a purpose built toilet and changing area, some of the satellite sites do not have direct access to a toilet or changing area. In these cases, the use of a screen to make the area private is acceptable.

When children have long-term incontinence or a disability requiring regular intimate care, Churchwood Kindergarten will require specially adapted facilities and will seek specialist advice from medical or therapy staff on how to meet these requirements.

Changing nappies/pull-ups

If a child needs their nappy changed, they may lie on a travel changing mat. In addition, a towel may be placed under the mat if needed due to cold weather or rough ground. Nappy and clothing changes will take place in the main site's changing area, or behind the screen when off site. The changing mat will be disinfected with antibacterial spray between each nappy change.

Alternatively, older children may be changed while standing up, with staff encouraging the child's involvement as much as possible.

Staff will wear protective gloves to change nappies/pull-ups. They will also wash their hands afterwards. Where children have been involved in their own care, they will also wash their hands afterwards.

Resource checklist for intimate care

- Privacy screen and portable potty (for off-site use)
- Changing mats x 2
- Towel x 2
- Nappy sacks
- Protective gloves and aprons
- Wet wipes
- Antibacterial gel

Additional site considerations:

- Facilities with access to hot and cold water
- Labelled bins for the disposal of wet and soiled nappies or pads
- Supplies of suitable cleaning materials eg: antibacterial spray, sterilising fluid, deodorisers
- Supplies of appropriate clean clothing, nappies, disposal bags and wet wipes
- An effective system should be identified to alert staff for help in an emergency

Toileting

Churchwood Kindergarten has a compost toilet on site. This is fixed in a designated area along with all of the toileting resources listed below. The compost toilet is enclosed for privacy. Staff will encourage children to use the compost toilet independently. Children will be supported in washing their hands and using antibacterial gel afterwards.

Resource checklist for on-site toileting:

- Toilet paper
- Wet wipes
- Antibacterial gel
- Protective gloves and aprons
- Nappy sacks

When using satellite sites, staff will carry a portable potty and privacy screen with them, along with the other toileting resources listed below. At each site, staff will identify a suitable area for toileting and set up the screen to offer privacy and shelter from the weather.

Resource checklist for off-site toileting:

- Portable potty
- Privacy screen
- Backpack containing toilet paper, wet wipes, disposable gloves, nappy sacks and antibacterial gel

Toilet management plan

Where children need additional support in using the toilet, staff will work in partnership with parents to establish a Toilet Management Plan. Exchanging information with parents is essential; parents should be encouraged to work together with staff to ensure a consistent approach. This plan should be signed by all who contribute and reviewed on a regular basis.

Changing soiled clothing

On occasion, a child who is continent may have a wetting or soiling incident. Staff will support the child to clean and change themselves, encouraging and praising them as they achieve. Children will be supported to wash their hands and use antibacterial gel afterwards.

If a child needs assistance, and only where prior permission has been obtained from parents, staff may assist the child with cleaning and changing. In these instances, staff will wear protective gloves and aprons, and ensure both they and the child wash their hands afterwards. If prior permission to assist the child has not been given, staff will contact parents and follow the agreed procedure (eg: parent to come out and change the child).

Soiled clothing will be bagged up and sent home – staff will not rinse these items.

If the child has an agreed Toilet Management Plan, the incident will be recorded on their record.

Dealing with bodily fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by double bagging the waste in a nappy sack and placing it in a clearly labelled waste bin. Staff will wear protective gloves and aprons when dealing with bodily fluids, and wash their hands thoroughly afterwards. Children will be kept away from any affected area until the incident has been dealt with.

Soiled clothing will be bagged up and sent home – staff will not rinse these items.

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

Practical advice

Churchwood Kindergarten will ensure that toilet facilities are easily accessible and well maintained to promote children’s awareness of good hygiene practices and encourage them in developing independence.

Policy Monitoring and Review

This policy is monitored by the staff and management of Churchwood Kindergarten and will be reviewed annually, or before if necessary.

Date created: 31st January 2019

Created by: Caroline Bennetts

Reviewed by:

Signed:

Date:

Name:

Role:

Review date: 31st January 2020

Reviewed by:

Amended / Updated? *Yes / No*

Brief explanation of changes:

Signature of reviewee:

New review date set:

APPENDIX 1

PROVISION OF INTIMATE CARE – GENERAL PERMISSION FORM

Parental Permission for Kindergarten Staff to Provide Intimate Care

I understand that:

- I give permission to Churchwood Kindergarten staff to provide appropriate intimate care support to my child eg: changing soiled clothing, washing and toileting.
- I will advise the managers of any medical reason my child may have which affects issues of intimate care.
- I understand that the intimate care provided for my child at Churchwood Kindergarten will be given by familiar members of staff.
- I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Parent/Carer Name: _____

Signature: _____

Relationship to Child: _____

Date: _____

Child's Name: _____

Date of Birth: _____

Address: _____

Telephone Number: _____

APPENDIX 2

INTIMATE CARE PLAN

(Forms to support care, to be used as required)

Form 1 - Record of Other Agencies Involved

Child's Name DOB

Name and role	Contact address, phone & email
Parents/Carers	
Case Officer	
Continence Advisor	
Educational Psychologist	
GP	
Home Care Team/Community Nurse	
Hospital Consultant	
Occupational Therapist	
Physical and Sensory Support	
Physiotherapist	
Social Worker	

INTIMATE CARE PLAN

(Forms to support care, to be used as required)

Form 2 – Record of Discussion with Parents/Carers (to inform the written Intimate Care Plan)

Child's Name DOB

	Details
What the child can already do: Make notes of what the child is able to achieve independently	
Areas of support needed: Note what the child needs support with eg: undressing/dressing, changing nappy/pad/pull-up, wiping/washing of intimate area, hand washing, talking/signing to child	
Arrangements for nappy/pad/pull-up changing: Who will do this? Where will this take place (identify suitable facilities & any adaptations needed)? What are the arrangements for privacy?	
Resources needed: What will parents/carers provide? What will be provided by the Kindergarten?	Kindergarten: Toilet rolls, wet wipes, paper towels, soap, antibacterial gel, antiseptic cleanser, cloths, blue roll, disposable gloves & aprons, disposal sacks, bowl/bucket
Sharing information: What to do if a child has a nappy rash or any marks. Any family customs/cultural practices to be aware of? Which words the family use to describe intimate areas? How does the child communicate their needs? Keeping regular/intervention record sheets.	

Continued overleaf

<p>Infection control: Make notes on what staff will need to consider eg: disposable gloves/aprons, nappy/pad/pull-up disposal</p>	
<p>Staff training: Is advice needed from medical personnel? Is specific training needed for staff performing the intimate care role? Awareness training for all staff.</p>	
<p>Anything else? Any other notes from parents/carers?</p>	

INTIMATE CARE PLAN

Form 3 – Intimate Care Plan (developed from the intimate care management checklist)

Child's Name:	DOB:
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Nominated Support Staff (including back up staff):
Main Areas of Need:
Support required to meet these needs:
How often is this support needed during the day?
Where will these tasks be carried out and what equipment/resources are needed?
Infection control and disposal procedures in place:
Staff Training Needs (if applicable):
Actions that will be taken if any concerns arise:
Parents/Carers responsibility to provide:

Continued overleaf

Kindergarten/home agreement of communication via regular records or intervention records?

Additional information:

I / We have read the Intimate Care and Toileting Policy provided by Churchwood Kindergarten. I / We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed.

This plan was written by on

This plan was agreed with parents/carers on

The child's views were sought for this plan on

(If not, please state why not):

Date for review

Signed (Manager): on

Print Name:

Signed (Support Staff): on

Print Name:

Signed (Parent/Carer): on

Print Name:

APPENDIX 4

RECORD OF INTIMATE CARE INTERVENTION

Child's Name

Name of Support Staff Involved

Date Time

Procedure

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Staff Signature

Supporting Signature

APPENDIX 5

TOILET MANAGEMENT PLAN

(Forms to support care, to be used as required)

Form 1 – Record of Discussion with Parents/Carers (to inform the Toilet Management Plan)

Child's Name DOB

	Details
What the child can already do: Make notes of what the child is able to achieve independently	
Working towards independence: eg: Take the child to the toilet at timed intervals, using signs/symbols to alert staff to needing the toilet, any rewards used for toileting	
Level of assistance needed: What does the child need help with? eg: Undressing, dressing, hand washing, talking/signing to child	
Resources needed: What does the child need? eg: a special toilet seat, change of clothes, wipes	
Infection control: Make notes on what staff will need to consider eg: disposable gloves/aprons	

Continued overleaf

<p>Sharing information: Any family customs/practices to be aware of? What to do if a child has a rash or is sore. How does the child communicate their needs? Which words are used by the family to describe intimate areas? Keeping regular/intervention record sheets.</p>	
<p>Anything else? Any other notes from the parents/carers?</p>	

TOILET MANAGEMENT PLAN

Form 2 – Toilet Management Plan

Child's Name:	DOB:
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Nominated Support Staff (including back up staff):

Child is Independent In:

Main Areas of Need:

Support Required:

Frequency of Support:

Facilities and Equipment:

Location of Suitable Toilet Facilities:
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Continued overleaf

Working Towards Independence

Child will try to:
Support staff will do:
Target achieved on:
Review date:

I / We have read the Intimate Care and Toileting Policy provided by Churchwood Kindergarten. I / We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed.

<p>This plan was written by on</p> <p>This plan was agreed with parents/carers on</p> <p>The child's views were sought for this plan on</p> <p>(If not, please state why not):</p> <p>Date for review</p>
<p>Signed (Manager): on</p> <p>Print Name:</p> <p>Signed (Support Staff): on</p> <p>Print Name:</p> <p>Signed (Parent/Carer): on</p> <p>Print Name:</p>

TOILET MANAGEMENT PLAN

Form 3 - Agreement Between Staff and Child

Child's Name: _____

Date of Birth: _____

Support Staff: _____

Member of Staff

As the person helping you in the toilet, you can expect me to do the following:

- I will stop what I am doing to help you in the toilet as soon as you ask me
- I will avoid all unnecessary delays
- When you use your emergency agreed signal, I will stop what I am doing and come and help
- I will treat you with respect and ensure privacy and dignity at all times
- I will ask permission before touching you or your clothing
- I will check that you are as comfortable as possible, both physically and emotionally
- If I am working with a colleague to help you, I will ensure that we talk in a way that does not embarrass you
- I will look and listen carefully if there is something you would like to change about your Toilet Management Plan

Child

As the child who needs help in the toilet, you can expect me to do the following:

- I will try, whenever possible, to let you know a few minutes in advance that I need to go to the toilet, so that you can come and help me
- I will try to use the toilet at break times or at the agreed times
- I will only use the agree emergency signal for real emergencies
- I will tell you if I want you to stay with me in the toilet
- I will tell you straight away if you are doing anything that makes me feel uncomfortable or embarrassed
- I will work with you to practise the things I need to do to become more independent in using the toilet

We will review this agreement on: _____

Signed (Staff): _____

Name: _____

Signed (Child or Parent/Carer): _____

Name: _____