



Policy Number:	01-TES-TES-001	Number of Pages:	4
Approved by:	PCLT	Effective Across:	TES
Date Produced:	March 2021	Review Period:	annually

PURPOSE OF POLICY

- To provide guidance and reassurance to staff and parent/s
- To safeguard the dignity, rights and wellbeing of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

Introduction

TES is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times This policy has been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled (him/herself), that most children can carry out for themselves, but with 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.

Toileting in the early years

During the early years stages the role of the adult is to support the child’s whole development, particularly their personal, social and emotional development including supporting the transition between settings. In each section our goals at the early stages reflect this;

British Section - ‘manage their own basic hygiene and personal needs successfully, including, dressing and undressing and going to the toilet independently’,

French Section - Connaître et mettre en œuvre quelques règles d’hygiène corporelle et d’une vie saine

German section - " Den Kindern ein Bewusstsein ihres Körpers, ihrer Gesundheit und Hygiene vermitteln und nach und nach die notwendigen Regeln beim Toilettengang und der Bedeutsamkeit des Händewaschens verständlich machen.

Wir legen unseren Schwerpunkt auf einen unterstützenden Ansatz und sehen uns als Helfer der Kinder auf ihrem Weg zur Unabhängigkeit."



Contenance and Changing Policy

Toileting in the Primary

We will inform all parents of Primary aged children prior to them starting school of the current toileting policy highlighting that we will help change children (up to age 7) for 'odd accidents' but not routinely as part of day to day personal care. Any child (7 Years +) that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space (junior's nurses office) where the child may change on their own. We will provide cleaning materials, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

5. Parental responsibility

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care.

What the school expects of parents:

- Parents/carers will endeavor to ensure that their child is continent before admission to school.
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.
- Parents accept that on occasions their child may need to be collected from school.

6. Staff responsibilities

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents. Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by a member of staff. Appropriate support and training should be provided when necessary.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff
2. Escort the child to a changing area i.e. designated toilet areas
3. Collect equipment, tissues, carrier bag, gloves and spare clothes
4. Adult to wear gloves
6. Children should undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
7. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Gloves should be disposed of .



Continence and Changing Policy

8. Children are expected to dress themselves in clean clothing, wash their hands and return to class

9. Adults should wash their hands thoroughly after the procedure.

10. Area to be cleaned and disinfected by on site cleaners.

Intimate care incidents **must be recorded** (in the child's class) including date, time, name of child, adult(s) in attendance, nature of the incident, action taken and concerns or issues. This will also monitor progress made. Parents/Carers are to be informed as soon as possible.

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause. School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene.

8. Child Protection

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. It is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) the recognised child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to at all times.



Continance and Changing Policy

Appendix A

Changing Log

Date	Time	Childs Name	Reason	Signature