

**Whitmore Park & Willenhall Community
Primary Schools**



The
Affinity
Federation

Toileting and Intimate Care Policy
January 2016

All children at The Affinity Federation have the right to be safe and be treated with dignity, respect and privacy at all times to enable them to access all aspects of the Affinity Federation.

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) 2012 and the Disability Discrimination Act 2005: The Affinity Federation 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 – covers any tasks that involve 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 – Staff/ Child's keyworker at The Affinity Federation works in partnership with parents/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 , 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
- Acknowledge 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/Carers are asked to supply the following:-

- Spare nappies
- Wipes, creams, 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.

Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Safeguarding – Staff are trained on the signs and symptoms of child abuse which is in line with Coventry’s Safeguarding Children’s Board guidelines and are aware of the DfE guidance.

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

Should a child become unhappy about being cared for by a particular member of staff, the DSO will investigate and record any findings. These will be discussed with the child’s parents/carers in order to resolve the problem. If necessary the DSO will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by (*e.g. nappy bins, double bagging etc*). When dealing with body fluids, staff wear protective clothing (disposable plastic gloves) and wash themselves thoroughly afterward. Soiled children’s clothing will be bagged to go home. Staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

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.

Signed (Chair/ Vice Chair of Governors)

Date Date to be Reviewed