

Lumley Primary Federation



Intimate Care Policy

Head Teacher	Mrs Tracey Wilson
Chair of Governors	Mr Stephen Foster
Date Written	September 2023
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Introduction

At Lumley Infant and Nursery School and Lumley Junior School we recognise that all children have different rates of development and differing needs during their time at nursery and school. Some children remain dependent on long-term support for personal care, while others progress slowly towards independence. The achievement of continence can be seen as the most important single self-help skill, improving the person's quality of life, independence and self-esteem. Children with toileting needs who receive support and understanding from those who act in loco parentis are more likely to achieve their full potential. We are committed to ensuring that all pupils are able to access the whole curriculum and are able to be included in all aspects of school life. This includes attending to continence needs of our pupils where necessary.

Aims

- All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all and aspects of the educational curriculum.
- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010.
- Staff to provide help and to support pupils in becoming independent in personal hygiene.
- Staff to treat continence issues sensitively so to maintain the self-esteem of the child.
- Staff to work with parents in delivering a suitable care plan where necessary.
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved.
- To ensure staff adhere to the schools' Health and Safety Policy and Safeguarding Policy, in line with statutory guidelines.

Pupils' Needs

Staff build effective relationships with the parents and carers of the children attending Lumley Infant and Nursery School and Lumley Junior School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

Where a pupil has particular needs (e.g. wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (cream to be applied if required)
- Clarification of who is responsible (parent or school) for the provision of the resources and equipment
- How wet or soiled nappies or pull-ups will be disposed of
- How wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- Actions the staff member will take if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff

- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This will include:

The parent:

- agreeing to ensure that their child is changed at the latest possible time before being brought to the nursery/school
- providing the nursery/school with spare nappies or pull ups and a change of clothing
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of wipes or creams
- agreeing to inform the nursery/school should the child have any marks or rash
- agreeing to a 'minimum change' policy i.e. Lumley Infant and Nursery School and Lumley Junior would not undertake to change the child more frequently than if they were at home.
- Agreeing to review arrangements should this be necessary

The school:

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should the child be staying for the full day
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks or rashes are seen
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that Lumley Infant and Nursery School and Lumley Junior School is taking a holistic view of the child's needs.

Personal Care Procedures

The staff at Lumley Infant and Nursery School and Lumley Junior School will follow agreed procedures when attending to the continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures
- Report any marks or rashes to parents and Designated Safeguarding Lead (DSL) and Head Teacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff:

- Staff to wear disposable gloves while dealing with the incident

- Soiled continence product to be wrapped in a nappy sack and placed in a hygienic disposal unit (identified bin in disabled toilet)
- Changing area to be cleaned after use using antibacterial spray and blue roll
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised. Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available.

Monitoring and Review

The SENCO / Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families. It is the SENCO / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy. Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate. This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.

**Lumley Primary Federation
Intimate Care Plan Agreement**

Child:

The parent:

I agree to ensure that my child is changed at the latest possible time before being brought to Lumley Infant and Nursery School and Lumley Junior School. I will provide school/nursery with nappies or pull ups, wet wipes, cream if needed and a change of clothing. I understand and agree the procedures that will be followed when my child is changed at school. I agree to inform the school at the start of each day should my child have any marks or rashes that have appeared at home. I agree to a 'minimum change' policy i.e. the school will not undertake to change my child more frequently than if they were at home. I agree to review arrangements should this be necessary and inform school if my child's needs change.

Signed: (parent/carer)

Signed: (parent/carer)

The school:

Staff at Lumley Infant and Nursery School and Lumley Junior School agree to change the child during a single session should the child soil themselves or become uncomfortably wet. We agree to monitor the number of times the child is changed in order to identify progress made with potty training. We agree to report should the child be distressed, or if marks or rashes are seen. We agree to review arrangements should this be necessary.

Signed: (key person for the child)

Name: (key person for the child)

Signed: (SENCO)

Name: (SENCO)

Date: