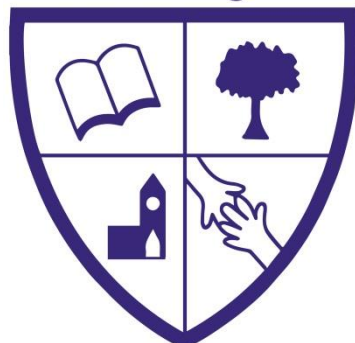


Turton & Edgworth



C.E.M.P.S.

Intimate Care and Toileting Policy

Compiled by:	Charlotte Partington
Presented to staff:	11th May 2022
Presented to Governors:	25th June 2022
Presented to Parents/Carers:	26th June 2022
To be reviewed:	Every three years or sooner if required
Review dates:	Reviewed October 2024 Next review October 2027
Amendments:	Oct 2024 - formatting and footer amended Jan 2025 - letterhead & vision updated

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Turton Edgworth CE/Methodist Primary School

Turton & Edgworth



C.E.M.P.S.

Always, 'Doing all we can' and celebrating 'Life in all its fullness'.

'You will have life and life in all its fullness' (John 10:10)

'Do all you can' (John Wesley)

Intent

All children at Turton and Edgworth Primary School 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 school. 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 and Child Protection Policy. All staff should know if children have toilet problems so they can react sensitively.

Aims

- 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.
- Adjustments will be made for any child who has delayed continence-in some cases, this will be in the best interest of the child.

Implementation

Intimate care

It covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

Partnership with parents and carers

The child's class teacher works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. We ask parents/carers to provide:

- a change of clothes if a child regularly needs to change during the school day.
- Spare underwear
- Wet wipes

Toileting 'accidents' procedures

When intimate care is given, the member of staff should ask if the child is happy to be changed. Then the staff member explains clearly what is going to happen. 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.

- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- Staff and child will wash their hands and dry on disposable towels immediately after

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completing task.

- The soiled underwear and clothes will be disposed of appropriately.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively.
- In the event that a child is so soiled, they cannot be appropriately cleaned, school will phone home and ask an adult to collect the child so they can have a bath/shower at home. School will clean the child as much as possible and provide them with clean clothes to go home in. The child will come back to school when cleaned.

Safeguarding

- A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be one of the people listed in their care plan if they have one.
- All staff employed in the school have a full current enhanced DBS certificate.
- Staff who provide intimate care have all received Safeguarding training (and, if appropriate, Moving and Handling training).
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one staff member but another staff member will always be informed of this beforehand.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Record keeping

Individual care plans will be drawn up for any child requiring regular intimate care. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan. (see appendix 1)

Impact

All children's intimate care needs are met in a safe and respectful way. All staff know how to proceed and what to do if they have any concerns. Children's safeguarding needs are met when this policy is followed.

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Appendix 1 - Individual Care Plan template

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

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Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

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Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

