



*"We are a Catholic community, living and learning in faith.
Through the Gospel values of faith, hope, trust and love,
we aim to recognise individuality and enable each other to fulfil our potential"*



St Cuthbert's Catholic Primary School
Intimate Care Policy

Responsible for Policy	SENCo and Head Teacher
Presented and approved by FGB	15 th December 2020
Review date	Autumn 2022
Status	Recommended

*St Cuthbert's Catholic Primary School is committed to safeguarding, child protection,
and promoting the welfare of children and young people and expects all members
of the School and its community to demonstrably share this commitment.*



Introduction

At St Cuthbert's Catholic Primary School we recognise that all children have different rates of development and differing needs during their time at school. Most children achieve continence before starting full-time school, but a number of children may experience continence issues for some or all of their time at school.

With the development of more Early Years' Education and the drive towards inclusion, there are many more children in mainstream educational establishments who are not fully independent in toileting. 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. The stigma associated with wetting and soiling accidents can cause enormous stress and embarrassment to the children and families concerned.

Difficulties with continence have the potential to severely inhibit a child's inclusion in school and the community. Children with toileting problems 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 children are able to access the whole curriculum and are able to be included in all aspects of school life. This includes attending to the continence needs of our children 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 aspects of the educational curriculum and St Cuthbert's Catholic Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against, in line with the Equality Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- 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

Children's Needs

Our staff work hard to build effective relationships with the parents and carers of the children attending St Cuthbert's Catholic Primary 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. Parents will only be contacted if soiling is believed to be linked to illness other than the ongoing medical condition identified in the care plan eg. where there is sickness and diarrhoea or when a child refuses to let a member of staff help them to wash & change their clothing.

Care Plans

Where a pupil has particular needs, 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 school daily.

The written care plan (Appendix A) will include:

- Where changing will take place
- What resources and equipment will be used (cleansing agents used) and clarification of who is responsible (parent or School) for the provision of the resources and equipment.
- How wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do 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

The Parent / Carer:

- agrees to ensure that the child is clean and dry before leaving home to travel to school
- provides the school with spare change of clothing
- understands and agrees the procedures that will be followed when their child is changed at school – including the use of any cleanser or wipes
- agrees to inform the setting/school should the child have any marks/rash
- agrees to review arrangements should this be necessary

The School:

- agrees to change the child should the child soil themselves or become uncomfortably wet.
- agrees to monitor the number of times the child is changed in order to identify progress made.
- agrees to report should the child be distressed, or if marks/rashes are seen.
- agrees 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 the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

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.

Child Protection

The normal process of changing wet/soiled clothes should not raise child protection concerns, however, where possible, two members of staff will be present to safeguard the child and the adults.

A student on placement will not change a child unsupervised. If an individual child has an intimate care plan, wherever possible, the same member of staff will be allowed to change the named child. However, where possible a second adult will be present for safeguarding purposes.

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 will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO'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 Headteacher for further referral if appropriate.

Personal Care Procedures

The staff at St Cuthbert's Catholic Primary School will follow agreed procedures:

- 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 parent/carer and Headteacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is believed to be linked to illness other than the ongoing medical condition identified in the care plan eg. sickness and diarrhoea, or when a child refuses to let a member of staff help then wash & change their clothing.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Matter of fact approach (just one of those things/ not child's fault)
- Adult to wear disposable gloves and apron
- Child to stand in tub 1 (with non-slip mat in bottom)
- Child to remove soiled clothing & put straight into tub 2
- Using shower attachment & mixer tap, get water to correct temperature (warm but not hot) assist with rinsing of child if necessary, & support child to step onto plastic mat
- Child to dry themselves with paper towels (dispose in nappy sacs)
- Assist child to finish cleaning including feet using baby wipes (dispose in nappy sacs)
- Child to remain on mat whilst they re-dress then wash hands thoroughly
- Adult to remove apron/ gloves; wash hands, place closed sign on toilet, then accompany child back to class leaving toilet closed sign on door
- Adult to put on second apron & gloves
- Adult place soiled items in plastic bag for parents (double bag)

- Adult to empty water into WC & anti-bac the two tubs & the mat/ re-pack box & return to staffroom
- Dispose of gloves and apron in nappy sacs
- Thoroughly wash hands & return box to staff room
- Place double-bagged soiled items in child's home bag
- 'Phone or email parents (depending on parental preference, recorded on individual care plan) to notify re need to replenish bag & that soiled clothes coming home
- Assess whether there is any soiling of area and if so, leave closed sign on and notify School Office

Appendix A



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Care Plan

Name of child:	
*Name of person(s) to change the child:	
*Name of person(s) to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent/carer.

*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.

SENCO approval:

Date:

Agreement

The parent/carer:

- I agree to ensure that the child is clean and dry before leaving home to travel to the school
- I will provide the school with spare underwear and a change of clothing, cleansing wipes, plastic bags for return of soiled clothes, nappy sacs for disposal of wipes, paper towels, gloves and aprons
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to review arrangements should this be necessary

Signed: (parent/carer)

Name: (in capital letters)

The school:

- We agree to support the child in changing 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
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed: (SENCo)

Name: (SENCo)

Date: