

# Nursery & Infants Toilet and Intimate Care Policy

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St John's College, Cardiff

## NURSERY & INFANTS TOILET AND INTIMATE CARE POLICY

This policy applies to the following section/s of the School:  
Infant School & Nursery.

*Version: September 2023*

## **Introduction**

We are aware that some learners may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the child or as a result of disability or medical need. Our main aim is to ensure that our learners are safe, secure and protected from harm, and that all staff responsible undertake their duties in a professional manner at all times.

## **Aims**

- To provide a clear framework for staff to ensure the safety and dignity of all learners who need support with personal care, including toileting and continence management.
- To clarify for parents and pupils the support they can expect from school and level of knowledge and care we expect from staff involved in intimate care and toileting

## **Definitions of Intimate and Personal Care**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age or a physical condition. Intimate care tasks include: dressing and undressing (underwear), helping a child use the toilet, changing pants, cleaning, wiping or washing intimate parts of the body.

Personal Care may involve touching another person but it is less intimate and usually has the function of helping with personal presentation. This could include: feeding, administering oral medication, hair care, or help with dressing and undressing clothing, washing non-intimate body parts and prompting to go to the toilet. All staff within the Nursery and Infant department may be required to carry out these tasks as part of their daily work with young children.

## **Context**

We expect children to be toilet trained on entering the Nursery and Infant Department. We ask that parents and carers teach their child to wipe their own bottom before starting the Nursery or Reception class. However, we recognise that as with all developmental milestones, there is wide variation in the time at which children fully master the skills involved in being toilet trained. Children may regress for a little while due to the excitement or lack of familiarity of starting in a new setting and forming new friendships.

We understand that young children may need some reminders and encouragement. Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

Parents or carers are asked to give consent so that the child can be assisted with toileting and changing.

## **Staff Responsibilities**

All staff have a duty to act if they become aware that a pupil needs to receive care. Staff will ensure that intimate care is a positive experience which is safe and comfortable for all. Whilst the child is having their needs met, staff will talk to the child using their name, give

clear instructions on what they are doing, give reassurance and promote their personal development.

The following steps will be taken to ensure the safety and dignity of both staff and pupils:

- Alert a second member of staff so two members of staff are present when intimate care is taking place
- Escort the child to the designated toilet area
- Collect equipment and spare clothes
- Ensure they are wearing PPE (gloves, disposable apron)
- Encourage the pupil to undertake as much of the process for themselves as possible: including wiping and cleaning intimate areas, dressing and undressing.
- Pupil to wash their hands thoroughly
- Soiled or wet clothing to be sealed in a double bag to be sent home at the end of the day. Pants which are particularly soiled or wet are disposed of in a clinical waste bin.
- Gloves, aprons and wipes are disposed of hygienically and safely by placing them in the clinical waste bin.
- Area to be cleaned by attending staff member or cleaner
- Adult to wash their hands thoroughly
- Records to be updated with details of care given and signed by both members of staff
- If a child requires bathing, the parents or carers will be phoned and asked to collect the child.

### **Medical Incontinence**

Where learners are not able to be fully continent, we will ensure that a care plan is written with the family to ensure their needs are clarified and met. If appropriate, the learner will be included in discussions about the care plan. Relevant healthcare professionals may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

### **Recording**

Accurate records are kept when a child requires assistance with intimate care. These include the name of the child, the full date, the time, who was present and any other relevant comments.

The person collecting the child at the end of the school day will be informed if the child has needed help with meeting intimate care needs as the result of an 'accident' where they wet or soiled themselves.

## **Parental Responsibilities**

- Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
- If there is a diagnosed medical need, parents/carers should work with school to develop and agree a care plan.
- Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.
- Parents of all Nursery pupils are asked to provide a full set of clean clothes. It is recommended that Infant pupils leave a spare pair of pants, socks and vest in their bag. We do have some items of spare clothing but ask that this is returned freshly laundered as soon as possible after borrowing.

## **Facilities**

- We aim to promote the health and well-being of the children by providing good quality toilet facilities. The toilets and hand basins in the Nursery and Infant bathroom and classrooms were refurbished in August 2023 and are appropriate to the size and needs of the children. The cubicle heights allow privacy from peers yet visibility for staff to establish if a pupil requires assistance.
- The toilets are checked throughout the day with a minimum of twice daily cleaning.
- Cleaning staff are available if an incident occurs and the school office can be telephoned for assistance.
- The bathroom is equipped with toilet paper, soap and paper towels and are well ventilated
- The toilets which are adapted for use by people with a disability are located in the main school buildings.

## **Safeguarding**

All children have the right to be safe and to be treated with dignity and respect. Young children can be especially vulnerable as they cannot always communicate their wishes nor have an adequate understanding. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation. The child should be encouraged to express choice and to have a positive image of his or her body.

All staff and volunteers are required to read and follow the 'Toileting and Intimate Care Policy' and the 'Safeguarding Policy and Procedures' of the school. Adults who assist pupils with intimate care should be employees of the school, and therefore have enhanced DBS checks. Students or volunteers are not permitted to carry out intimate care. The confidentiality of the child must be respected.

Employees are encouraged to be vigilant and to seek advice where relevant and take account of safer working practice. Whilst respecting the child's dignity and need for trust;

we vary the persons giving and witnessing intimate care to safeguard the child and protect staff against false allegations.

If a child, or any other person, makes an allegation against an adult working at the school, or has reason for concern, this should be immediately reported to the Head of Nursery or Head of Infants and Mrs E Jones, the DSL.

Employees are asked to report and record any unusual emotional or behavioural response by the child. If the person providing intimate care observes any unusual markings, discolouration or swelling on the child's body this should be reported immediately to the Head of Nursery or Head of Infants and Mrs E Jones, the DSL.

If during the intimate care of a child a member of staff accidentally hurts them, or the child misunderstands or misinterprets something, the member of staff will reassure the child and inform the Head of Nursery or Head of Infants. The incident will be recorded in the toilet book.

If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs. If a child refuses to be cleaned, then the parents or carers will be phoned and asked to collect the child who may return to school once cleaned.