



# Brackenhill Primary School

## Intimate and Personal Care Policy & Procedures

### Rationale

All children have a right to safety, privacy and dignity and are entitled to respect at all times.

Occasionally a child who attends Brackenhill Primary School requires some help and support with intimate and personal care including toileting, medical care, feeding, drinking, dressing, undressing and washing. Very occasionally a child is completely dependent on adults for all aspects of their intimate and personal care. Nonetheless, it is essential that intimate and personal needs should be met whilst at the same time allowing the highest standards of safety, privacy, respect and dignity to be maintained. All children dependent on their abilities, age and maturity will be encouraged to act as independently as possible.

The nature, circumstances and context of the contact that adults have with children should comply at all times with professional codes of practice and professional standards. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and policies and be mindful of the needs of the children with whom they work.

Whilst we anticipate children in the Early Years will require support in gaining independence with their intimate and personal care, any child Year 1 onwards who requires help and support with this must have an Intimate/Personal Care Plan which is agreed with parents/carers. This is to be regularly reviewed. Children's views will also be actively sought wherever possible.

### Procedures

All adults at Brackenhill Primary will:

- Adhere to this policy and to Individual Intimate/Personal Care Plans
- Make other staff aware of intimate and personal care tasks being undertaken
- Explain to the child what is happening
- Discuss with the line manager, member of the leadership team and parents/carers any variations from the agreed policy or plan and record this
- Ensure that changes to the individual plans are discussed, agreed and recorded
- Avoid any unnecessary physical contact when children are in a state of undress
- Avoid any visually invasive behaviour
- Announce their intention of entering changing rooms, e.g. at the swimming baths, toilet areas etc.



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- Encourage appropriate behaviour by children with other children and adults at all times
- Behave appropriately with children at all times
- Ensure that toilet doors are closed and screens are pulled over when children are using these facilities
- Use and encourage appropriate language between themselves and children at all times

Adults at Brackenhill Primary will not

- Change in the same place as children
- Shower or bathe with children
- Assist with any intimate or personal care task which a child can undertake by themselves
- Engage in inappropriate physical behaviour with children

## EYFS

At Brackenhill Primary School, no child is excluded from participating in our setting who may, for any reason, not yet be toilet trained. We work with parents/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We make necessary adjustments to our bathroom provision and hygiene practices in order to accommodate children who are not yet toilet trained and see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults. Staff will act compassionately and with care during changing/toileting and ensure this time is relaxed, never making negative comments about underpants/potty/toilet contents.

## Procedures

- Children are changed/supported with changing/toileting as and when necessary - not at set times. Staff adhere to parent/carers wishes and children's routines as much as possible.
- Young children from two years should wear 'pull ups' or other types of trainer pants as soon as they are comfortable with this in order to prepare them for transitioning to underpants for school.
- All children starting at Brackenhill Primary School will attend wearing underpants with spares for changes should they require them. Alternative arrangements may be agreed upon between parents/carers and the school depending on each child's individual toileting journey.
- Only staff members with a Disclosure and Barring Service (DBS) will undertake changing/toileting duties.



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- Key persons will undertake changing/toileting of young children in their key groups. Back up key persons change children if the key person is absent so the task is undertaken by someone the child is familiar and comfortable with.
- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Watches, bracelets and raised rings are removed.
- Gloves and aprons are put on before changing starts and the areas are prepared. Masks may be worn and are optional.
- Changing items including underpants, wipes, barrier cream, spare clothes (if necessary) and refuse sacks are gathered in advance of changing.
- All staff are familiar with the hygiene procedures and carry these out when changing children.
- Children are lifted with care on to changing mats or supported in walking/climbing areas if appropriate. Children are never left unattended on the changing unit and adults always ensure one hand is placed firmly on the child to prevent any falling.
- Staff talk and interact with the child who is being changed to ensure they are as comfortable as possible.
- Soiled underwear is removed and bottoms are washed and dried with wipes.
- Genitals are wiped from front to back.
- All bodily waste is disposed of in the sanitary bin in the changing rooms, which is emptied regularly.
- In addition, key persons ensure that changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet. They may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands and have soap, towels and a hand dryer to hand. They are allowed time for some play as they explore the water and the soap.
- A sensitive hand wash liquid is provided. Young skin is quite delicate and anti-bacterial products kill off certain good bacteria that children need to develop their own natural resistance to infection.
- Key persons are gentle when changing.
- Children access the toilet when they have the need to and are encouraged to be independent. Adults provide support with wiping as required.
- Parents/carers are to provide a change of clothes/undergarments all clearly labelled with a child's name to an adult in the child's class. Soiled garments will be disposed of hygienically - bagged and put in the bin. Some garments that have been wet or soiled will be double bagged for parents/carers to take home.
- The changing mat/shower will be wiped down with anti-bacterial wipes/spray after each change to prevent the spread of infection.

## **Monitoring, documenting & communicating**



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- All changes will be recorded on a Daily Toileting Recording Sheet and each child will have their own individual record. These will be stored appropriately.
- If any marks, rashes or unusual bowel movements have been witnessed these will be reported in line with policies and procedures.
- Staff will feedback to parents the time of any changes and whether the child was wet, soiled or dry.
- Staff may use distractions like a toy/song to support children if worried or upset. This will also be fed back to parents/carers on collection.
- The implementation of this procedure will be monitored by all team members and in particular supervisory staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.

Appendix 1 – Intimate/Personal Care Plan Template

Appendix 2 – Daily Toileting Recording Sheet

Headteacher..... Date.....

Chair of Governors..... Date.....

This policy will be reviewed annually.



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## Appendix 1 - Intimate/Personal Care Plan

Child's full name: Class:	
Date:	
Main areas of need:  • • •	
Toileting plan:	
Dressing/undressing plan:	
Medical plan:	
Eating/drinking plan:	
This plan was written by _____ on _____  Agreed with parents/carers on _____  Child's views were sought for this plan on _____ (if not, why not)  Signed..... Date.....	



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## Appendix 2 – Daily Toileting Recording Sheet

### Daily Toileting Recording Sheet

Name: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_

Please check your child's pants every hour.

Please place a tick in the appropriate column every time you check your child's pants or whenever they have an accident.

For example, if the pants are wet place a tick in the Pants Checked and Urine in Pants columns.

Time	Pants Related		Bowel Motion in Pants	Indicated Need to Use Toilet	Taken by Carer	Went by Self	Toilet Used: Urine or Bowel (U or B)	Comments
	Pants Checked	Urine in Pants						



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