



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Clothes Changing and Intimate Care **Policy**

Date Reviewed: September 2019
Next Review Date: Autumn 2021
Reviewed by: Head & Head of Early Years

Clothes Changing and Intimate Care Policy

INTRODUCTION

At Seaton House School we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnerships with parents to support children towards independent toilet training.

As a school, we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

The policy will be used when supporting children requiring changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed and complies with the legal requirements of the Early Years Foundation Stage Statutory Framework. This policy should be read in conjunction with the Safeguarding policy and meets the requirements of Keeping Children Safe in Education (September 2019).

Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parents/carers that staff are knowledgeable about personal care and that their child's individual needs are taken into account.
- To protect children from discrimination and ensure the inclusion of all.

Basic Principles

At Seaton House School staff will follow key principles when changing a child:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have the right to privacy/dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

Vulnerability to abuse

As a School we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by staff. It is important that we talk to a child before changing their clothes, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in a suitable environment. While allowing for privacy, these areas are not locked. This is part of making sure that there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

- We will work with parents/carers to support their child with toilet training and the development of personal carer.
- Where appropriate we will work with the parent/carer to put in place a toilet plan with agreed steps to be taken to support the child.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at Seaton House School whether or not they have any particular needs or any special words used during toilet training.
- Parents are asked to support toilet training at school. We ask that children come to school in pants so we can support them with toilet training. The children are taken to the toilet regularly through the session.
- Staff will take the children to the toilet during the session to help them become familiar with the area. All the children will be encouraged to have a try and adults will support the children with clothing, sitting on the toilet, as needed.
- If a child has an accident a member of staff will support them with changing their clothes. Any significant observations made during a changing procedure will be notified to the parents/carers at the end of the session (i.e. badly soiled pants/strong urine etc.)
- If a child is unduly distressed about having their clothes changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

Protection for Staff

Toileting and changing procedures will be carried out by a member of staff who has been DBS checked. Protection for that person will be undertaken in the following ways;

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other members of staff that they are taking a child to change.
- Each instance of intimate care will be recorded, in the child's home school book, by the adult completing it.
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the DSL and recorded.
- Where staff are concerned about a child's actions or comments, whilst carrying out a personal care procedure, this will be recorded and discussed with the designated safeguarding lead (DSL) immediately.
- If a child cannot be cleaned satisfactorily with wipes or it is suspected that they have an upset tummy parents will be contacted to agree a plan of action.
- Children will be encouraged to remove their own clothes, where possible, and will be supported, as necessary, to dress in clean clothes.
- When children need help in the toilet, with intimate care, staff will first encourage the child to try and wipe themselves. Staff will then check and provide assistance as needed. Our aim is to support each child to become independent in terms of personal care.

Changing procedures followed by staff:

1. The adult will explain to the child that they are going to help them change their clothes.
2. The adult will put on disposable gloves.
3. The adult will encourage the child to remove wet clothes and will support them as necessary.
4. The wet or soiled clothes should be bagged separately and sent home, they should not be rinsed by hand.
5. The staff member must then place the used gloves in the bin (yellow bin) provided and wash their hands with liquid antibacterial soap and running water and dry them on a disposable paper towel.

Toilet Trained/Training

- If a child is able to meet his own toileting needs, the staff member can support the child according to age and ability, to use a potty or toilet, ensuring that they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will ensure that a potty, designated toilet or training seat is available for children being toilet trained. It will be cleaned with antibacterial cleaner after use.
- Where necessary a toilet plan will be agreed with parents and staff to support the child at home and school.
- When supporting a child that needs to be changed, the staff member will follow the points in the Changing Procedures section.

Parental Responsibilities

At Seaton House School we work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents/carers understand and agree the procedures that will be followed when their child is changed.
- Parents/carers must provide plenty of underwear for their child. This should be stored in the named bag on their peg. It is the responsibility of parents/carers at the end of each session, when your child's bag comes home, to ensure their child has changes of underwear, in preparation for their next session.
- Parents/carers understand that they will be asked to collect their child from Seaton House School if their child shows symptoms of illness or indications of ill health.
- Parents/carers will be asked to agree to a shared toilet plan, if necessary, to ensure consistency in support with toilet training.

Schools responsibility

- To take the children to the toilet regularly during the session.
- To support individual children with toilet training to develop independence.
- To change a child if wet or soiled, in line with the school, procedures.
- To note in the child's home/school book if an accident occurs and send home any wet or soiled clothing.
- To work with parents to agree a suitable toilet training plan, where needed.

Sarah McGreevy (Deputy Head and Head of Early Years) September 2019

REVIEW

This policy will be reviewed every two years.

Judith Evans

Chair of Governors

Ruth Darvill

Headteacher

Sarah McGreevy

Deputy Head
(Head of Early Years)

Appendix 1

Intimate Care and Clothes Changing Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents/carers and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development.

Intimate care may involve helping with eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at Seaton House School, providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported and trained so that they feel confident in their practice.

Name of Child _____

- I give permission to Seaton House School to provide appropriate intimate care to my child.
- I understand that this will be carried out by a member of Seaton House School staff.

Signed _____

Parent/Carer

Date _____