



# The Winterton Federation Toileting and Intimate Care Policy

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<b>Implementation date:</b>	Spring 24
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<b>Targeted audience:</b>	Parents/carers, staff, visitors and governing board
<p><b>Related documents:</b></p> <p>All federation policies referred to are available on the federation website:  <a href="https://thewintertonfederation.co.uk">https://thewintertonfederation.co.uk</a></p> <p>If English is not your first language, and you require assistance/translation, please contact the Junior school office.</p>	<p>Safeguarding and Child Protection Policy  Behaviour Policy  Anti-Bullying Policy  Equality, Diversity, and Inclusion Policy  Curriculum Policy  Online Safety / E-safety Policy  Health and Wellbeing Policy  Confidentiality Policy  Staff Code of Conduct  Whistleblowing</p>
<b>Strategic alignment:</b>	<p>1.1 Objective: Achieve and maintain the best possible pupil outcomes;</p> <p>1.5 Objective: Ensure that the Federation is inclusive, equal and equitable for all stakeholders</p>



## The Winterton Federation Toileting and Intimate Care Policy

At The Winterton Federation we endeavour to nurture unique individuals in a happy, safe, respectful and inclusive environment, where everyone is inspired to be the best they can be throughout their journey of life.

“ Let your light shine so others may see your good deeds” Matthew 5:16

### **Toileting and intimate care**

All children at The Winterton Federation have the right to be safe and be treated with dignity, respect and privacy at all times. 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, Health and Safety Policy and Administering of Medicines policy.

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

Partnership with parents/carers - the child's key person, along with staff members, work in partnership with parents/carers to provide care appropriate to meet the needs of the individual child.

Best Practice - when intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement is given to the child when they achieve the task. For children with identified needs, a particular staff member will be identified to support these.

Safeguarding - if a member of staff has any concerns about physical changes in a child's presentation s/he will immediately report these to the Designated Safeguarding Lead (DSL) or Deputy DSL (DDSL) in their absence. The Safeguarding and Child Protection Policy will then be implemented.

It is not appropriate for volunteers to carry out intimate care procedures. Students and volunteers are not allowed to assist with toileting routines, these should only be carried out by staff with a DBS clearance. Nappy changes, soiling of clothes and any other toileting incidents are recorded under the toileting icon in the Care Diary section of Tapestry, which is automatically shared with parents/carers.

Dealing with body fluids - urine, faeces, blood and vomit are cleaned up immediately and disposed of safely by placing in nappy bins, medical bins, refuse bins and are always double bagged. When dealing with body fluids, staff should wear protective clothing (disposable plastic gloves and disposable apron) and wash themselves thoroughly afterwards. Soiled children's clothing is bagged and sent home or placed into refuse bins - staff will not rinse it. Children are kept away from the affected area until the incident has been completely dealt



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with. All staff maintain high standards of personal hygiene and take all practicable steps to prevent and control the spread of infection.

### **Nappy Changing**

As part of children's well-being and development we support children's self-care, which entails nappy changing times and supporting children's use of the toilet when they are ready. We understand the importance of providing an environment where the intimate care of a child is treated with the upmost respect and their dignity is preserved all times. We support children respectfully at whatever stage they are at. We do promote independence but at an appropriate level for the individual child. It is important children feel comfortable and safe, so they are given the time and privacy if needed in the toilet.

Staff support with tasks such as wiping children's intimate areas to ensure they are clean. These intimate care routines as well as nappy changing are undertaken by the child's key person or a familiar staff member.

We encourage independence with children dressing and undressing themselves and we support children with this in the toilet area.

Parents/carers are required to provide sufficient nappies, wipes and cream for each day.



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Appendix 1

### Toileting, intimate care and nappy changing procedures

#### Statement of intent - Toileting and Intimate Care

We promote independent toileting for all children who have reached this stage. If a child needs support with toileting, such as a toileting accident, staff act promptly with a positive manner.

#### Our toileting procedure is as follows:

- Children are encouraged to access toilets independently. Staff are in hand to help if a child requests it and to remind children to wash their hands;
- Should a child need changing their bag is collected from the cloakroom. If a child does not have spare clothes those from school are used;
- Changing is performed by the child and assistance given if needed;
- Changing takes place in the toilet area;
- Gloves are worn by staff;
- Wet and soiled clothing is removed and placed in a nappy sack and placed back in the child's bag;
- If necessary, the child is cleaned with baby wipes (unless aware of an allergy) from front to back. Any soiled wipes are then put in a nappy sack to be placed in a nappy disposal bin. (Located in the nappy changing area in Nursery);
- Children are encouraged to be as independent as possible, for example, putting clean clothes on;
- Hands are washed thoroughly with soap and running water and dried with a paper towel;
- Toileting/intimate care/changing updates are recorded in the Care Diary Section on Tapestry. This is immediately visible for parents/carers to see.

#### Statement of intent - Nappy changing

It is our aim to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. EYFS children are changed on the changing bed in the nursery changing/toilet area or standing up in the Nursery/Reception toilets (for changing pull ups).

KS1 children are changed on a changing mat in the disabled toilet. Pull ups are changed standing up in the KS1 toilet area. Children are treated with respect and nappy changing is not rushed but used as an opportunity for one-to-one exchanges of conversation and smiles.



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### **Our nappy changing procedure is as follows:**

- Gloves and apron are worn by staff;
- Soiled children are changed immediately;
- Nappies are checked on arrival before lunch and before home time, leaving a maximum of 3 hours between changing. However, nappies and pull ups are checked regularly in the 3-hour period throughout the school day and changed as necessary;
- The door to the nappy change area/toilet is kept ajar when in use;
- Nappies are removed and the child cleaned with baby wipes (unless aware of allergy) from front to back;
- Nappies are removed and the child cleaned with baby wipes (unless aware of allergy) from front to back;
- If needed, cream is applied and then a clean nappy put on (parents/carers to provide nappy cream);
- Changing mat is sprayed and sanitised with spray and wiped. Wipe is disposed of;
- Nappies, wipes, gloves and aprons are disposed of in the nappy bin;
- Changing updates are recorded in the Care Diary Section on Tapestry. This is immediately visible for parents/carers to see.

Nappies are changed by the key person or a familiar staff member. Staff work with parents/carers to meet the individual needs of all the children, reviewing as necessary.