

# Elkesley Primary & Nursery School



## Nappy Changing, toileting and Contenance Policy and Procedure; Including Intimate Care Policy (Policy Number 11)

Compiled by	C Marsh	April 2024
Agreed by	K Griffiths	April 2024
Approved by	Governors	April 2024
Signed	<i>C Marsh</i>	
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Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self belief.

Children present in many different ways with regards to their toileting independence as they begin to attend part of full time school.

- Fully toilet trained across all settings
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school
- Be fully toilet trained at home but prone to accidents in new settings
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with with other development delays but ewill master these skills during the first few weeks
- Have AEN/SEN that makes it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into Foundation Stage and Key Stage 1 provision can present a challenge to schools. The purpose of this policy and guidelines is to identify best practice to achieve the full inclusion of such children.

### **Child Protection**

The normal process for assisting with personal care, such as changing a nappy should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed at our school.

Section 18 in the government guidance 'Safe Practice in Education' states that:

*'Staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.'*

It is recommended that the adult who is going to change the child informs the teacher/ another member of classroom staff if in the nursery/school, that they are going to do this. There is no written legal requirement that two adults have to be present and schools will make this judgement in conjunction with the child and their family.

## **Location of changing**

Where possible children will be changed in the disabled toilet. If this is not an option, they will be changed in a toilet cubicle.

Whenever possible:

1. Mobile children are changed standing up
2. If this is not possible the next best alternative is to change a child on a mat on a suitable surface. Children in Year 1 and above should only be changed either on a changing bed or in a toilet cubicle standing up. Staff should consider the child's preference for changing and the outcome of any risk assessments.

## **Resources**

Changing time can be a positive learning time and an opportunity to promote independence and self worth. Elkesley Primary and Nursery School ensures there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags
- Cleaning equipment
- Bin

Parents need to ensure they supply spare clothes, wipes and nappies.

## **Working with Parents/carers**

At Elkesley Primary and Nursery School, we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Individual Educational Plan (IEP)/Health Care Plan will be drawn up in agreement with parents/carers.

Parents will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their nappy changing procedure. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

## **Protection for Staff**

Changing procedures and toileting routines will be carried out by the child's Key Person/Teacher or Teaching Assistant, protection being afforded to the single member of staff in the following ways:

If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Manager and recorded.

Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the head teacher/ DSL immediately.

Risk Assessments will be carried out for Toileting and Nappy Changing procedures.

## **Home/School management agreement**

Parents/carers

- Agree to change the child at the latest possible time before coming to school
- Provide spare nappies, wet wipes and a change of clothes
- Understand and agree procedures to be followed during changing at school
- Agree to inform school should the child have any marks/rash
- Agree how often the child should be routinely changed if the child is in school for the day and who will do the changing
- Agree to review the arrangements, in discussion with the school, should this be necessary agreeing to encourage the child's participation in toileting procedures wherever possible.

The School:

- Agree to change the child should they soil themselves or become visibly wet
- Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Agree a minimum number of changes
- Agree to report to the Headteacher or the Designated safeguarding Lead should the child be distressed or if mark/ rashes are seen.
- Agree to review arrangements, in discussion with parents/carers should this be necessary
- Agree to encourage the child's participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

Asking or telling parents to come and change their child (unless the parents have expressed a preference for this) or wanting an older sibling to change their brother/sister is likely to be a direct contravention of the DDA, as is leaving a child soiled, which could be considered as a form of abuse since it places the child at risk of significant harm. The process for the management of a child's personal care needs may need to be further clarified through a personal care plan. For example, should a child with complex continence needs be admitted, the child's medical practitioners will need to be closely involved and a separate, individual toilet management plan may be required.

## **Procedure for changing a Nappy/Soiled or Wet Pants (as followed by staff)**

- Change in the disabled toilets or a toilet cubicle to maintain dignity.
- Wash your hands
- Gather all the necessary items needed before each nappy change: nappy, wipes, nappy sack, cream if necessary (each child should have their own named cream and written permission obtained from the parent).
- Put on gloves and apron: a new set of gloves and disposable apron is used for each nappy change.
- Remove the child's clothing to access the nappy/soiled or Wet Pants. Remove them and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home. You should not rinse them.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a pedal operated bin.
- Dress the child.
- Help the child to wash their hands if necessary - using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area and clean the changing mat if required, surrounding area and underneath the mat before leaving to dry and then wash and dry your hands.

## **Toilet Training**

Children that are toilet training will be encouraged to sit on the toilet during their nappy changing period. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. Stickers may be offered if approved by the parent to reinforce the positive behaviour to the child.

We understand that some children display anxiety at becoming toilet trained and will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session.

## **Intimate Care Policy**

### **Introduction**

Elkesley Primary and Nursery School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or discomfort. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

### **Definition**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

### **Our Approach to Best Practice**

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible, staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff members will need to be present when the child is toileted.

Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## **The Protection of Children**

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

### **Appendix 2 for Reception and above**

Intimate Care Consent

Child's name

Date of birth

Male/ female

Parent/ Carer's name

Address

I understand that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting. I will advise the Head Teacher of any medical complaint my child may have which affects issues of intimate care

Signed \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Date \_\_\_\_\_