

# OASIS ACADEMY TEMPLE

## Intimate/Personal Care Procedures

Education providers have an obligation to meet the needs of children with delayed personal development and as such, schools are expected to make reasonable adjustments to meet the needs of each child.

Oasis Academy Temple is committed to ensuring that any child who is delayed in achieving continence is not discriminated against or treated less favourably than others because they have personal care needs, e.g., wearing pull ups, having occasional accidents or needing ongoing support with personal care. At nursery there is an expectation that most children will be dry on entry – the nursery staff will aid families in toilet training if necessary. If the child, after support, is not making progress in their toileting and where there is no medical need nursery may do one of the following: they may ask parents/ carers to come up to the Academy to support toileting or to keep their child at home for an intense period of toilet training.

Personal care is any care which involves washing, touching or carrying out an invasive procedure, (such as cleaning up a pupil after they have soiled themselves), to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

The issue of personal care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues.

Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children wherever possible.

### **Admission to School**

It is reasonable to expect that a small proportion of children on admission to school will have toileting needs.

At our stay and play session and/or home visit, nursery will:

- Seek information from parents about children's personal needs.
- Determine whether there is any ongoing support within the home from other professionals.
- Agree a personal care plan, as necessary with parents, which will be regularly reviewed. The child will be consulted about his/her personal care in accordance with the child's age and maturity

Occasionally children who have been reliably toilet trained regress due to physical, social or emotional needs. All children in school may have the occasional accident but if these are frequent, causes and solutions need to be explored.

### **Physical Causes**

- Urinary tract infection – the child complaining of pain when urinating.
- Diarrhoea – perhaps triggered by a particular food.
- Constipation – children may soil themselves.

School would advise parents to seek medical advice.

## **Social and Emotional Causes**

- A change in routine – starting schools.
- A change in family circumstances, e.g., new baby, illness in family, bereavement, parental separation.
- Separation from parents/carers.
- Child protection issues.

School would ask parents to keep us informed of changes as necessary.

## **Children with Special Educational Needs**

For some children, difficulty in achieving toilet training may be one aspect of more general development delay and learning difficulties. This will be considered as part of individual teaching and individual education plans for each child.

## **Children with Medical Needs**

Some children enter school with complex or long term medical conditions. A written care plan will be drawn up for these children between the parents, school and medical staff as required.

## **Child Protection**

Education child protection procedures will be adhered to. Staff engaged in the care and education of children, need to exercise caution in the use of physical contact. When physical contact is made with pupils, this will be in response to the pupils' needs at that time and appropriate to their age and state of distress.

There is no requirement that two members of staff should be present when children are changed. This would contravene the child's right to dignity and privacy.

All staff in school have DBS checks to ensure the safety of children.

If a member of staff has any concerns about physical changes in a child's presentation, e.g., marks, bruises, soreness etc., they will immediately report concerns to the Designated Safeguarding Lead who will invoke child protection procedures whenever there are indications that a child is at risk.

As part of good practice, school records the name of the person who changes a child, how often this task is carried out and the time they left/returned to the classroom following this task.

If a child makes an allegation against a member of staff all necessary procedures will be followed, (school policy on dealing with allegations of abuse against staff).

Good practice Guidance to support children who require toilet training

### **Staff:**

- As part of their duty of care, will support children with toilet training or special toileting arrangements in school.
- Will ask parents/carers to provide manageable clothing for their children. Clothes need to be easy for the child to pull up and down.

- Will ask parents to provide the school with a couple of appropriate changes of clothing, in case of accidents, as necessary.
- Plan an agreed routine with the parent/carer so that they know what is happening.
- Will encourage the child to go to the toilet at appropriate intervals throughout the day, e.g., break times and to inform a member of staff if they have had an accident.
- Will encourage children to have little and often drinks of water throughout the day rather than large amounts at one time.
- Will make little fuss over accidents and ensure they are dealt with swiftly, appropriately and sympathetically in a calm, low key way. No child will be, knowingly, left wet or dirty for a parent/carer to change later.
- Children will be changed standing up in most cases.
- Staff will wear full PPE equipment when changing the children – Gloves, mask, visor and apron
- Will inform parents/carers and record on CPOMS (Intimate Care category) if their child has been changed (for children who are not in nappies).
- Will work with parents to form a personal care plan if necessary
- Will complete CPOMS entry (Intimate care category) for any occasional accidents.

#### **Parents/Carers as Partners:**

- Make sure children have clothes that allow them to access the toilets themselves
- Will be asked to provide changes of clothing in case of accidents eg: pants, trousers, jogging bottoms
- It is the responsibility of parents/carers to deal with wet/soiled clothing if borrowed from school it needs to be returned
- May be asked to take their child to the toilet on entry to school, every day, for as long as necessary.
- Will provide pull ups and wet wipes if needed

#### **Facilities for Changing Children**

Children will be changed in school toilets where there are hand washing facilities available for adults and children.

It is the governors' and headteacher's responsibility to ensure that changing areas are appropriately equipped and adapted.

#### **Health & Safety**

Hygiene procedures are important in protecting pupils and staff from the spread of infectious diseases.

Staff should use correct hand washing techniques and wear disposable gloves and aprons when dealing with a child who is bleeding or soiled or when changing soiled clothes.

School will have written agreement from parents/carers that they agree with the school's policy and procedures for personal care.

Risk assessments for toileting needs and physical and manual handling, (for children with physical disabilities), are carried out as necessary to minimise risks of infection.

School will wash children only as necessary, using minimum physical contact with the child especially in intimate areas, using non-allergic wet wipes and disposable paper roll to dry.

Dirty clothes will be placed in a nappy bag, and doubled bag before being put in their school bag.

Soiled waste, wipes, gloves etc., will be bagged.

<b>Role</b>	<b>Name</b>	<b>Contact details</b>
<b>Designated Safeguarding Lead</b>	<b>Rokaiya Foolat – Vice-Principal</b>	<b>0161 209 1932</b> <b>Ext 239</b>
<b>Deputy Safeguarding Lead</b>	<b>Nadra Sattar - Family Support Worker</b>	<b>0161 209 1932</b> <b>Ext 215</b>