



Cabot
Learning
Federation

Toileting and
Intimate Care
Policy

Date Approved: July 2024
Approved By: CLF Board
Review Frequency: Biennial
Next Review: July 2026

Equalities Impact Screening

Date of screening: 1.3.21						
Name of person completing screening: S. Weaver						
	Does this policy have the potential to impact on people in any of the identified groups?		What is the expected impact of this policy on any of the identified groups			Notes
	Yes	No	Positive	Neutral	Negative	
Age	✓		✓			Supports children joining EYFS during pandemic
Disability	✓		✓			Supports children with disabilities
Gender Reassignment	✓			✓		
Race or Ethnicity	✓			✓		
Religion or Belief	✓			✓		
Marriage	✓			✓		
Pregnancy/ Maternity	✓			✓		
Sex	✓			✓		
Sexual Orientation	✓			✓		
Carers / in-care	✓			✓		
Should the policy have a Full Equalities Impact Assessment? No						

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1 Policy Statement

- 1.1 All children at Bristol Brunel Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of learning and school life.
- 1.2 We are inclusive in our approach and will support children and families to ensure all children can participate if they are not toilet trained and may be wearing adapted underwear or equivalent.
- 1.3 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 Policy, Health and Safety Policies, Administering of Medicines policy, risk assessment and must be read in conjunction with dealing with bodily fluids guidance in Health and Safety manual under infection control.
- 1.4 This policy supports the safeguarding and welfare requirements of the Early Years Foundation Stage (EYFS) 2017 and the Equalities Act 2010: Bristol Brunel Academy will ensure that:
 - No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities;
 - No child with a named condition that affects personal development will be discriminated against;
 - No child who is delayed in achieving continence will be refused admission;
 - Adjustments will be made for any child who has delayed incontinence;

2 Intimate Care Tasks

- 2.1 This covers any tasks that involves 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.

3 Partnership with Parents/Carers

- 3.1 The staff team at Bristol Brunel Academy works with parents/carers to provide care appropriate to the individual's needs. If children require regular changing then a care plan will be created. The care plan will set out:
 - What care is required;
 - Number of staff needed to carry out the task (if more than one person is required, reason will be documented);
 - Additional standard equipment may be required and some equipment would be expected to be provided by parents/carers. This may include pads, disposal bags, spare clothes and underwear.

- In addition, it may be that provision and support required may include provision for longer term medical needs such as a changing bed or a rise and fall table if applicable; specialist equipment will be sourced in partnership with colleagues in Health and SEND teams from the Local Authority.
- Maintenance of equipment, e.g. rise and fall bed, hoists to be inspected and maintained 6 monthly as per legal requirement (Organised and contracted by Skanska);
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions;
- Child's level of ability i.e. what tasks they can do by themselves;
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care;
- Be regularly monitored and reviewed in accordance with the child's development.

4 Best Practice

- 4.1 When intimate care is given, the member of staff tells a member of their team that they are providing intimate care and where they will be doing this. The hygiene room doors are solid, with no glass panel, and are off main corridors of the academy. Therefore, leaving the door open for safeguarding reasons would not ensure student privacy. The academy will explain this to families, and relevant staff and ensure this is written into the healthcare plan.
- 4.2 The member of staff explains fully, to the child, 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 will be given to the child when they are successful in any aspect of self-care. Staff will not apply creams but will support the child to do it themselves if medically necessary.
- 4.3 All staff supporting these children have a full DBS check.
- 4.4 Particular staff members will typically be identified to change a child with known needs. Staff will record the date and time when a child has been given intimate care and this will be shared with parents/carers.

5 Safeguarding

- 5.1 Staff are trained on the signs and symptoms of child abuse through annual Safeguarding training within the Cabot Learning Federation. If a member of staff is concerned about any physical or

³ DBS – Disclosure and Barring Service

emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately.

- 5.2 If a child makes an allegation against a member of staff, the Principal must be informed immediately and the procedure set out in the Safeguarding Policy will be followed.

6 Dealing with body fluids

- 6.1 Appropriate PPE will be used at all times, in line with guidance from Health and Safety teams. Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in the appropriate bins. Designated bins will be available when a child is wearing pads. When dealing with body fluids, staff wear protective clothing, disposable plastic aprons and gloves and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home– staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.
- 6.2 All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.
- 6.3 This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Signed: Marius Dan, AAP SENCO

Date: 02.07.24