



## **Exeter Pre-Prep School**

### **Intimate Care and Toileting Policy**

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| <b>Source (author):</b>  | DEA            |
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| <b>Next review date:</b> | September 2027 |

This policy applies equally to all pupils across the school, including EYFS.

## **Introduction**

All children at Exeter Pre-Prep School have the right to be safe and treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. Exeter Pre-Prep School 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 unless this impacts on their learning.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

## **Intimate Care Tasks**

The expression 'Intimate Care' covers any tasks that involve dressing and undressing, washing (including intimate areas), 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**

Staff at Exeter Pre-Prep School work in partnership with parents/carers to provide care appropriate to the needs of the individual child and, if necessary, will produce a care plan together.

The care plan will set out:

- What care is required;
- The number of staff needed to carry out the task (if more than one person is required, a reason will be documented);
- Any additional equipment required;
- The child's preferred means of communication (e.g. visual, verbal).
- Agreed terminology for parts of the body and bodily functions;
- The child's level of ability, i.e. what tasks they are able to do by themselves.

The plan will also acknowledge and respect any cultural or religious sensitivities related to aspects of intimate care. It will be regularly monitored and reviewed in accordance with the child's development.

Parents/carers may be asked to supply spare nappies, wet wipes, nappy sacks, etc. as well as spare clothes and underwear.

### **Best Practice**

Children are encouraged to be independent when toileting and taught how to maintain good hygiene by teaching effective hand washing. Should children need any support and assistance in changing or toileting, staff will consider the child's privacy at all times in balance with safeguarding considerations.

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 will be given to the child when they achieve. All staff working in EYFS settings must have a DBS check. Particular staff members are identified to change a child with known needs and they plan and record their work with that child.

### **Safeguarding**

Staff are trained on the signs and symptoms of child abuse in line with Devon Safeguarding Children Partnership guidelines and Keeping Children Safe in Education.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress, etc. they will inform a member of the Safeguarding Team immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Designated Safeguarding Lead (DSL) will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL will seek advice from other agencies (with parental permission). If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

### **Dealing with Body Fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home – staff will not wash or rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

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