

# **Aspley Guise Lower School**

*Growing Together, Aiming High*



## **Intimate Care Policy**

**September 2019**

**Review: September 2021**

## **Introduction**

Aspley Guise Lower School fully recognises its responsibilities for child protection and care for children who require assistance with personal hygiene.

## **Aim**

To promote a clear understanding about our Intimate Care Policy.

## **Policy Statement**

No child, who may for any reason need assistance with personal hygiene, will be excluded from participating in any school activity. We will, wherever possible, work with parents of children who need this level of care. Each child is considered individually to ensure that the correct level of care and provision is given; thus ensuring the correct level of support and privacy. Toilet training for children with special needs is seen as a self-care skill that children have an opportunity to learn with the full support and non-judgemental concern of adults.

All our pupils benefit from toilets that provide enough space and privacy. Where necessary parents are asked to provide clean underwear (and if necessary clothes) to ensure that children are kept clean and comfortable.

## **Procedures**

For the purpose of this document 'the procedure' is the process of going to the toilet and all the necessary hygiene tasks needed to make the child clean and comfortable.

- Key persons (most notably teaching assistants associated with the relevant class / child) are responsible for personal hygiene assistance.
- Where there is a recognised, established hygiene concern with a child, an agreement (Toilet Management Plan) will be signed by one of the key persons responsible for the child's care and one of parents. This will be held in school and reviewed on a regular basis. A copy of the plan and this policy will be offered to parents.
- As appropriate, the staff will discuss the procedures with the child involved in intimate care before carrying out any tasks. Children are encouraged to share any concerns they may have.
- Before assisting a pupil, the key member of staff will inform the class teacher (or another appropriate member of staff).
- To ensure safeguarding arrangements are in place, two adults will be available during the procedure.
- The procedure will take place in a toilet. The member of staff will give due care to the child's privacy and needs. This might ideally involve keeping the toilet door slightly ajar (for staff monitoring purposes) and yet sufficiently closed to allow for the child's privacy. In normal circumstances, the member of staff should not be locked in the toilet with the pupil. We shall affix a red dot to the toilet door when the toilet is being utilised for intimate care.
- To ensure the highest possible hygiene is maintained, latex-free gloves will be put on before any intimate care procedure starts.
- All relevant staff will be familiar with the hygiene procedures and carry these out when caring for pupils.
- Key persons will do their best to ensure that intimate care times are relaxed. Key persons are asked to be considerate and sensitive when dealing with pupils.
- Each child will be encouraged to work towards independence by all adults in the school.
- In line with good hygiene practice all children will be required to wash their hands using soap and water. Paper towels will be provided for hand-drying.
- Any soiled clothing will be bagged and returned to the parents / carers.
- Any faeces is cleared up, bagged and disposed of immediately in the sanitary bin.
- Children who need to be cleaned will be cleaned sensitively.

- White soft tissues will be used to dry a child as necessary. These will be bagged and disposed of in the sanitary bin.
- We recognise the importance of encouraging pupils to start to look after themselves. Eventual independence is more likely if toilet training is encouraged at school and at home and it is hoped that all adults in the child's life can assist in this process.

**Resolution of issues**

Every effort will be made to ensure that each child is treated fairly and sensitively. In the event that a parent or guardian has cause for concern this should be brought to the attention of the Headteacher or member of the teaching staff immediately. Our policy to ensure that no one responsible adult attempts to start a procedure without first notifying another adult is intended to reduce any cause for concern.

This policy will be reviewed biannually.