

St. Helen's Catholic Primary School

Ysgol Gynradd Gatholig Santes Helen



Personal Care/Contenance Policy

St. Helen's Catholic Primary School recognises our responsibility in meeting the needs of all our pupils and to make reasonable adjustments to meet this commitment.

Some children who attend our school require help and support with some aspect of their intimate and personal care. We are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The issue of intimate care is a sensitive one and the child's dignity should always be preserved with a high level of respect and privacy. No child should be attended to in a way that causes distress or embarrassment. For the purpose of this policy, intimate care is defined as any care requiring close personal contact which involves washing or cleaning intimate areas. In the majority of cases this will involve cleaning up a child after they have soiled themselves but it may be a more specific procedure if a child has particular needs.

Aims

- To ensure children are treated with dignity and respect;
- To ensure the school has procedures in place for intimate care that safeguard pupils and staff;
- To establish clear procedures and consistency in intimate care.

School Procedures

Many young children will have the occasional toilet 'accident' in school; often in cold weather or as a result of children getting overexcited or simply leaving it too late. Other children may be late developers, or there may be an underlying physical or psychological cause for wetting or soiling.

It is not the role of schools to toilet train children entering nursery. It is reasonable to expect that the process should have begun by the time a child is admitted into nursery. Under the terms of the Equality Act 2010, schools cannot refuse admission to a child who is not toilet trained because of a disability.

Roles and Responsibilities

- All children have a right to be treated with respect and dignity;
- There is no legal obligation for 2 adults to be present to change a child;
- Only members of staff with an enhanced DBS clearance are authorised to change children (no volunteers, parent helpers or students on work placements to do so);
- Union advice states 'support staff are better placed to undertake this role'. However, teaching staff should assist if a member of support staff is unavailable. No child should be left in wet or soiled clothing;
- Parents should provide spare clothing where regular wetting/soiling occurs;

- Parent/carers are asked to sign a Continence Parental Agreement consent form prior to admission giving staff permission to carry out intimate care needs;
- It is important to build up supportive and sensitive relationships with parent/carers;
- The School Nurse is an important point of contact for further advice and support.

When an accident occurs

- Reassure the child that accidents happen and that he/she is not to blame;
- Please ensure toilet accidents are dealt with discreetly and sensitively to avoid embarrassing the child. Speak to the child in a friendly and reassuring way, discussing the procedure with them;
- If the child is heavily soiled and requires to be showered or has diarrhoea, telephone the parent/carer, explain the situation and request them to come to the school to attend to their child. This is for the comfort and wellbeing of the child;
- If parent/carers are not available or cannot get to the school immediately then, verbal consent to change may be given;
- In the event that a parent/carer or another emergency contact cannot be contacted, the headteacher should be consulted and a decision made to carry out the care needed;
- Please ensure that children are never left unsupervised while waiting for parent/carers and ensure the child remains fully clothed;
- Staff should encourage the child to do as much for him/herself as he/she can;
- Ensure parents are informed at the end of the day if their child has had a 'toilet accident', explaining what happened and what action was taken.

Hygiene

Hygiene procedures are important in protecting children and staff from the spread of infection.

- All staff must follow basic hygiene procedures;
- Protective gloves should be worn at all times and disposed of appropriately;
- Where possible soils and spills should be disposed of down the toilet;
- Soiled clothing should be bagged, unwashed and sent home with the child;
- Any spillages should be cleaned immediately using the appropriate cleaning materials;
- Nappies and pull ups should be bagged and disposed of in the appropriate bin.

Safeguarding

Safeguarding children has the highest priority at St. Helen's and is the responsibility of all staff at all times.

- The school's Safeguarding Policy and Procedures will be followed at all times;
- Staff carrying out intimate care should inform another member of staff;
- Children should not be left unattended at any point;
- Normal procedures for providing intimate care should not raise any safeguarding concerns and there is no requirement to have two members of staff present. The exception to this is when there is a known risk of false allegation by a child;

- If a member of staff has any concerns about a child eg. marks, bruises or soreness, they should report these concerns to a member of the safeguarding team;
- If a child becomes distressed when care is being undertaken, it should be stopped and advice sought from a senior member of staff;
- If a child makes an allegation against a member of staff, the necessary procedures will be followed in line with the school's Safeguarding Policy.

Educational Visits

Educational visits are an exciting part of the curriculum and all children regardless of the need for intimate care, will have equality of opportunity to take a full part in these enriching experiences.

- Consideration for intimate care needs to be part of the Evolve risk assessment process for educational visits;
- Adequate resources need to be provided by parent/carers;
- All the above procedures apply on an educational visit.

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Contenance Policy Parental Agreement

Child's Name: _____

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause (Equalities Act, 2010). School does not have staffing levels to accommodate support teachers regularly leaving the class to attend to an individual's hygiene. It is not the role of schools to toilet train children entering nursery. It is reasonable to expect that the process should have begun by the time a child is admitted into school/nursery.

As a Parent/Carer:

- I agree to ensure that my child uses the toilet/is changed at the latest possible time before coming to school/nursery;
- Will liaise with the school and any other health professional if due to a medical, developmental or psychological need my child requires an individual Intimate Needs Care Plan;
- I will provide a change of clothing, nappies/pull ups and wipes. I will take responsibility for these daily;
- I agree to inform the school should my child have any marks/rashes/areas of soreness;
- I understand and agree the procedures that will be followed if my child needs to be changed at school – including the use of wipes.

School will:

- Change your child if they are wet during the school day/session;
- Will telephone you if your child soils during the school day/session;
- Will liaise with you and any other health professional if due to a medical, developmental or psychological need an individual Intimate Needs Care Plan is necessary.

Please tick all that apply:

- I give permission for my child's personal care needs to be undertaken by a member of staff.
- I wish to be contacted by the school whenever my child needs changing and will collect my child.
- I understand it is my responsibility to provide nursery/school with my child's own bag containing nappies/pull ups, wipes, spare pants/clothes. I will take responsibility to supply these daily.

Parent/carer's name: _____

Signed: _____ Date: _____

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Personal Care Plan

Name of child/young person:	
Name of parent/carer:	
Name of person(s) to change the child:	
Name of person(s) to change the child if main adult is unavailable:	
Location where changing will take place:	
Resources and equipment needed:	
Who will provide the resources/equipment recommended?	
Infection control measures:	
Disposal of products:	
Arrangements for Educational Visits:	
Professional involvement:	
What medication, if any if your child prescribed?	
Comments:	
	Review Date:

If the child is unduly distressed, a member of staff will contact the parent/carer.

