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Intimate Care Policy

Our approach

At Arcadia our staff approach the issue of intimate care with respect and understanding. Our team will always remain supportive of the student's emerging independence in their self-help skills and preserve the student's dignity at all times by managing any incidents discreetly whilst maintaining high levels of privacy.

Intimate care encompasses the assistance our staff may need to offer regarding respectful caregiving of an intimate nature related to bodily functions and personal hygiene. It is a prerequisite for students to have independent self-care skills before starting school. However, in line with the diverse developmental needs of individual students, for isolated and specialised cases, the school can offer self-care support, as long as this aligns with our safeguarding policy and does not jeopardise the wellbeing of our staff.

In such isolated instances, an intimate care plan will be drafted and utilised to clearly outline the temporary or ongoing intimate care provision measures. All staff tasked with assisting students in intimate care will do so provided they feel comfortable to do so and in accordance with parents' wishes, this will be recorded via formally signed agreement and risk assessment.

Foundation Stage Rationale

Whilst it is our expectation that all our students have mastered independent toileting skills upon admission to Arcadia, we appreciate that on occasion, support may be required through a partnership between home and school to enable a student to fully master this skill independently.

Our partnerships between home and school remain key to the success of our student's mastery of toileting independence, therefore our Foundation Stage teachers will connect with parents directly to ensure that consistent plans remain in place that ensure a personalized approach to enable success.



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Definition of toilet trained

It is expected that our students are able to independently attend to their own needs before starting school including these steps:

- Communicate to an adult when they require the use of a toilet.
- Remove clothing required to access the toilet.
- Clean themselves after toileting.
- Replace clothing.
- Wash and dry hands thoroughly.

If a student experiences two soiled accidents on the same day, the student will be cleaned and changed and Parents/Guardians will be contacted to collect the student. Additionally, on occasions where it is felt that accidents may be a result of the student being unwell, the Class Teacher may, with support of the Clinic's expertise, contact the Parent/Guardian for the student to be collected early.

On an occasion that it becomes apparent that a student is not fully toilet trained, the student's Class Teacher will communicate directly with the Parents/Guardians, sharing the frequency of accidents occurring each day. This will be monitored and logged. Should accidents continue daily beyond this monitoring period, Parents/Guardians will be invited to meet with a member of the Senior Leadership Team so that a formal plan can be put in place with agreed next steps to be followed between home and school.

Guidelines

Should a toileting accident occur at school, the student will be assisted by a member of the Foundation Stage team within their class, with whom they have developed a positive relationship. This will usually be undertaken by the Class helper or Assistant Teacher in the first instance, however, all members of the Foundation Stage team remain responsible for supporting with intimate care. Where possible, two adults will remain present during intimate care requirements. Privacy will be maintained by using the classroom toilets. The adult will provide assistance where necessary and support in the changing of the student into clean clothes, either preferably provided from home or from the school's extra clothing supply. Soiled clothing will be bagged in a sealed plastic bag and sent home with the student the same day. Each classroom will have disposable gloves, aprons and hand sanitiser available. Students will be guided to wash their hands with liquid soap and warm running water after toileting and dry their hands with paper towels.





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Key Stage Student Rationale

School Nurse

In the event that a student of Key Stage age has a toileting accident at school, they will be supported by the class Assistant Teacher in attending the school Clinic. The nurse will assist in cleaning and changing the child if necessary in the presence of the Assistant Teacher.

Curriculum coverage

At Arcadia our students gain access to themes related to personal safety as part of our Personal, Social and Health Education. This content is pitched appropriately, teaching skills that match student developmental level and degree of understanding. This includes the delivery of theoretical knowledge of sex and relationship education when appropriate. Themes are shared with parents who are encouraged to reinforce messages regarding personal safety at home.

Students of Determination/Developmental Needs

Rationale

At Arcadia we appreciate that Students of Determination or Students with Developmental Needs may require further support with regards to their intimate care. This may include toileting and continence, menstrual management and help with washing and showering. The maintenance of student welfare, dignity, autonomy and high levels of respect will always be prioritized by staff supporting the individual needs of students. All interactions between staff and students requiring additional support regarding their intimate care will be conducted by utilizing the student's preferred means of communication in line with their preferences, maintaining high levels of autonomy and choice.

Admissions

Where a child has specific developmental or medical needs impacting their independence regarding intimate care, a Senior Leader must be informed by Parents/Guardians upon registering the student. At Arcadia we pride ourselves in maintaining an inclusive offering to our students, therefore it is imperative that we are well informed of our student's needs so that we can accommodate them fully. Advice of a pediatrician may be sought after by the Director of Inclusion to ensure that the student's needs can be met by the school.



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Learning Support Assistants

In the instance that a student has been assigned a Learning Support Assistant (LSA), this member of staff will be responsible for attending to the student's intimate care needs. In the event that the student's assigned LSA is absent and a suitable replacement cannot be utilized in house, Arcadia will seek support from a registered nurse to support the student until their LSA returns to work. Careful consideration will be given when determining how many staff will be required to support individual students. Where possible, one student will be cared for by two adults.

Whilst intimate care needs will always be carried out by staff members who are familiar to the student and have developed a positive relationship with them, wherever possible, a named triad of three staff members will be appointed to attend to a student's intimate care needs to avoid an over-familiar relationship from developing. Consistent practice will be adopted amongst the staff triad and will be based on the principles that the student will be supported to attend to any part of their intimate care needs with increasing independence where possible.

Training & Specialist Supported Practice

All staff providing intimate care are trained to do so which includes both Child Protection and Health and Safety training in moving and handling where appropriate. Specialist equipment will be provided to assist with students requiring special arrangements following assessment from specialists including Physiotherapists and Occupational Therapists. These professionals will also support school staff in any training required to carry out specialist arrangements related to intimate care and inform ongoing school best practice.

Care plans

Specialist informed intimate care plans will be created in partnership with Parents/Guardians and the student reflecting the highest level of autonomy possible given the student's age and abilities. These plans will reflect the student's individual needs and include a full risk assessment to address any issues such as moving and handling and personal safety of the student and staff members involved in intimate care. Parents/Guardians will be involved in the regular review of the student's intimate care plans.

In the event that a student becomes distressed when being supported in intimate care practices by a particular member of staff, the care plan will be reviewed with Parents/Guardians being contacted at the earliest opportunity so that appropriate next steps can be agreed in line with the student's preferences.



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Concerns

Any staff member who has any concerns regarding physical changes in a student's presentation, e.g. marks, bruising, soreness, the staff member will immediately report these concerns to the appropriate Designated Safeguarding Lead. The school's Safeguarding protocol will be followed with a record of concern being completed. Parents will be asked for their consent or informed if a referral is necessary unless doing so is likely to place the student at greater risk of harm. At Arcadia we insist that Parents/Guardians communicate any known marks, injuries or soreness that a student has experienced as a result of intimate care support at home.

Links to other policies: Health and Safety, Safeguarding, King's College Intimate Care Policy

Version: 3

Policy Implemented: September 2023

Policy Review Date: July 2024

Policy Responsibility: Head of FS & KS, Director of Inclusion, Safeguarding Lead

Version 1 Board Approval: August 2020

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Version 3 Board Approval: September 2023



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Sample Toileting Plan for use with Students of Determination/Developmental Needs

Toileting Plan for:
Date:

Due to developmental needs, (Child's name) is currently using nappies/pull ups and is not yet showing any awareness of being wet/soiled or is in the process of showing some awareness of being wet/soiled and adhering to some toileting steps moving towards more independent skills development.

(Key Person), having established a positive relationship with (Child's name) will mainly be responsible for changing (Child's name) whilst at Arcadia school to ensure consistency of care and where possible, will administer this care in the presence of another familiar adult with the toilet door remaining ajar.

Whilst Arcadia will provide gloves and disposable aprons, it is the expectation that the Parent/guardian will provide nappies/pull ups/wipes/nappy bags and spare clothes.

(Child's name) will be changed in their classroom toilet or if required, in the School Clinic.

Used disposable nappies will be placed in a nappy bag and disposed of in a nappy bin. Reusable nappies will be double bagged for return to the Parent/Guardian.

Adults will record the date and time of changing and whether the child was wet/dry/soiled. This information will be shared with the Parent/Guardian.

The plan will be reviewed in line with the child's developmental needs.

