

<b>All Semley School policies apply to year R to 6 inclusively or Semley School Staff</b>	
<b>Name of Policy</b>	EYFS Safeguarding Children – Personal Care Policy
<b>Agreed by the Governing Body</b>	26/09/2022
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<b>Latest revision</b>	September 2022
<b>Next review (date)</b>	September 2025

### **Policy Statement**

This policy is primarily to provide guidance for the toileting needs of children in the EYFS including issues such as toilet training, incontinence and toilet accidents. However, personal care also includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing and dressing. It may also be useful in dealing with other incidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness, weather etc.

The School has an obligation to meet the needs of all children regardless of their stage of personal development in the same way as we would meet the individual needs of children at different stages of linguistic, cognitive, social, physical and behavioural/emotional development. Children should not be excluded from participating in activities if they are not toilet-trained. We work with parents towards toilet training unless there is a medical or other developmental reason why this may not be appropriate at the time. We see toilet training as a self-care skill that children have the opportunity to learn, with the full support and non-judgemental concern of adults. The school will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate

### **Principles**

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body.

There should be recognition that toileting support can involve risks for both the child and any adults in attendance.

## **Procedures**

In Reception we have an expectation that children will

- Know when they need to go to the toilet
- Know how to use the toilet for themselves
- Be reasonably effective at cleaning themselves after using the toilet.

Children can use the toilets whenever they have the need to and are encouraged to be independent. Children are reminded at regular times to go to the toilet and then wash their hands with soap - e.g. after fruit break, before and after lunch, before leaving the building.

Children are not be left in soiled or wet pants or clothes as the school has a 'duty of care' towards children's needs and this could be interpreted as neglect. All staff are familiar with the hygiene procedures and carry them out when changing children.

However, we recognise that children develop at different rates. Some children will be engaged in fully developing this aspect of their self-care when they start school. Some children will not have had the practice that they need to use the facilities available: this could include culturally different expectations of self-care. Some children may start wetting or soiling themselves after they start school during the settling – in period. In these circumstances, the child's key person communicates sensitively with parents to determine if this is a temporary set-back (anxiety, arrival of new sibling, illness). Some children will come to school with ongoing/specific physical or medical issues such as urinary tract infections or soiling difficulties. If the child requires a medical care plan, Local Authority policies on child protection and managing children's needs will be consulted.

## **Advice and Support**

Semley are happy to have an open dialogue with parents that could signpost help. There are other professionals who can help with advice and support. Family Health Visitors and Community Nursery Nurses have expertise in this area and can support adults to implement toilet training programmes in the home. Health Care Professionals can also carry out a full health assessment in order to rule out any medical cause of continence problem. Parents are more likely to be open about their concerns for their child's learning and development and seek help if they are confident that they and their child are not going to be judged for the child's stage of development.

## **Sensitivity and Respect**

The child should be spoken to by name and given explanations of what is happening. Privacy appropriate to the child's age and situation should be provided. The child should be encouraged to care for herself/himself as far as possible. Items of good quality, appropriately sized spare clothing should be readily available. Adults should be aware and responsive to the child's reactions. Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in. The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential. Pupils who require regular assistance with intimate care have Toilet Management Plans (this is from the Wiltshire model) agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical

concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips.

Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person, face to face, by telephone or by sealed letter, not through the home/school diary.

Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times and any comments such as changes in the child's behaviour. It should be clear who was present in every case. These records will be kept in the child's file and available to parents/carers on request.

### **Safeguarding Children and Adults**

Anyone caring for children has a common law duty of care to act like any prudent parent. Staff ensure that children are healthy and safe at all times. Adults dealing with personal care of a child will be employees of the school and will have undergone regulatory employment checks in accordance with Government and EYFS requirements. All staff are aware of the school's protocol and procedures. All staff have received appropriate training and will receive support where necessary. All toileting incidents must be reported straight away. The minimum information to be kept is the date and time, the name of the child, the adult(s) in attendance, the nature of the incident, the action taken and any concerns or issues. The parents are informed as soon as possible and staff should have the opportunity to raise any concerns or issues. Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, could be interpreted as a form of abuse.

The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place. However, it is normal practice at Semley CE VA Primary School that two members of staff are present (one discreetly). DBS checks are carried out to ensure the safety of the children with staff employed by the school. If there is known risk of false allegation by a child or parent then a single member of staff should not clean a child unsupervised. Members of staff must ensure that they do not change or clean a child in a room alone with the door closed. Health and Safety In the case of a child accidentally wetting, soiling or being sick whilst on the premises: Staff should wear disposable gloves and aprons to deal with the incident. We provide flushable wipes and encourage the child to use them and to wash the private parts of their body. Soiled clothing is double bagged and tied. Hot water and soap should be available to wash hands as soon as the task is completed. Bio-hazard kits are available and should be used as appropriate in line with the school's Health and Safety procedures.

### **Roles and Responsibilities**

Parents and carers are made aware of policies and procedures related to intimate care and all specific instances related to their child. If it becomes evident that a child has an ongoing problem that requires regular intimate care intervention, the school will make arrangements with the parent/carer for the long term resolution of the problem. This is likely to include a care plan that involves the parent/carer directly as well as external reference to a Health Care professional.

### **HOME/ SCHOOL PARTNERSHIP**

In some circumstances it may be appropriate for the school to set up a home/school agreement Toilet Management Plan that defines the responsibilities that each party has, and the expectations that each has for the other.

This might include:

#### The parent:

- Agreeing to ensure that the child is toileted at the latest possible time before being brought to school
- Providing the school with a change of clothing, wipes etc.
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the school should the child have any rashes or marks
- Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- Agreeing to review arrangements should this be necessary.

#### The school:

- Agreeing to a minimum change policy i.e. the school would not undertake to change a child more frequently than if they were at home
- Agreeing to monitor the number of times the child is changed in order to identify progress made Agreeing to report should the child be distressed or if rashes or marks are seen
- Agreeing to review arrangements should this be necessary.

### **Procedure for Personal Care of an Individual Pupil**

The guidelines will specify:

Who will change the child (Key Person or Secondary Key Person)

Where changing will take place

What resources will be used (cleansing agents or cream to be applied in accordance with parent's wishes)

How the soiled clothing will be disposed of



What infection control measures are in place

What the staff member will do if a child is unduly distressed by the experience or if a staff member notices marks or injuries.