



TotalTuition

ROSEWOOD  
INDEPENDENT SCHOOL

*Rosewood Independent School is a trading name of Total Tuition Limited.*

*This policy covers all students at Total Tuition Alternative Provision and Rosewood Independent School.*

## Policy and Procedure for Intimate Care

At Total Tuition Alternative Provision / Rosewood Independent School it is expected that the vast majority of children will be able to use the toilet facilities available on entry as a pupil. That is to:

- know when they need to go to the toilet;
- know how to use the toilet for themselves;
- be effective at cleaning themselves after using the toilet;
- wash their hands independently after using the toilet.

However, we also recognise that a small number of children may have failed to achieve full continence. We also recognise that children may have an occasional need as a result of illness or emotional upheaval.

Children will not be excluded from normal activities solely because of incontinence. We aim to meet these needs of children in the same way as we would meet any other kind of individual need. All such issues are dealt with on an individual basis, with the school making reasonable adjustments to meet the needs of each child. We have a duty of care to make sure that children are healthy and safe.

### 1. General principles

- It is the right of every child to be treated with sensitivity and respect.
- Every child is allowed to exercise choice and encouraged to care for him/herself as far as possible.
- The dignity of every child and right to confidentiality are respected.
- Privacy appropriate to each child's age and the situation is provided.
- Children are encouraged to have a positive image of their own bodies.
- There is recognition that toileting support can involve risks for both the child and any adults in attendance.
- There is a clear understanding of the roles and responsibilities of all staff in dealing with the intimate care needs of children

### 2. Day-to-day procedures

- On entry to Total Tuition Alternative Provision / Rosewood Independent School, children are shown the available toilet facilities. There is no access to these toilets except from within the secure School.
- Children are not routinely expected to wait to go to the toilet, but rather to be independent and ask to go when they need to.
- Children are encouraged to use the toilet whenever they need it.
- If children are sitting with an adult for story time or group time, they are taught to put their hand up and ask to go to encourage good manners.

- Children are reminded to use the toilet, particularly if parents or carers alert staff that the child needs such reminding or if a child has recently or regularly wet or soiled him/herself.
- School staff help children who need support with dressing/undressing, although parents and carers are asked to dress children in clothes they can easily take off and put on themselves.

### **3. Caring for children with specific toileting needs**

Some children may have the occasional toilet 'accident'. We believe that leaving a child in soiled clothing for any length of time pending the arrival of the parent or carer is unacceptable and therefore will make arrangements to change the child unless it has been agreed otherwise. This duty is undertaken by a familiar adult who is a staff member at the School with a fully enhanced DBS check. Clean spare clothing is kept in the School for this purpose as are 'baby' wet wipes, nappy sacks etc. Parents and carers are asked to wash clothing lent to their child and return it to the School at their earliest convenience.

Some children may come to the School with ongoing/specific physical or medical issues such as persistent urinary tract infections or soiling difficulties, or may not be fully toilet trained. If this is the case, a child's parent or carer is asked to inform the School so that appropriate arrangements can be made. The dignity of the child and right to privacy are respected: as much as can be kept confidential between child, School, and parent or carer is kept confidential. We consider it very important that there is a positive dialogue between home and the School about strategies in use with the child so that these can be reinforced by both, as appropriate. A signed agreement to the arrangements used in School is made with parents or carers if there are specific issues related to their child.

### **4. Safeguarding children and adults**

Adults dealing with the intimate care needs of children are employees of the centre who have undergone DBS (Disclosure and Barring Service) enhanced checking (formerly CRB). Any adult who is not an employee of the School (e.g. a supply teacher) will not change a child except under the supervision of a member of school staff and must also have been fully DBS/CRB checked.

All toileting incidents are recorded. This information includes 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 parent or carer is informed on the day of the incident.

#### **Policy:**

Jennifer Wood, Centre Director Total Tuition

Created: August 2018

Date reviewed: August 2019 & August 2020

Date next review: August 2021

## Toilet Incident Form

Date:

Time:

Name of child:

Staff member in attendance:

Nature of incident:

Action taken:

Concerns/issues:

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Date:

Time:

Name of child:

Staff member in attendance:

Nature of incident:

Action taken:

Concerns/issues: