



Rugby School
THAILAND

Pre-Prep

Intimate Care and Toileting Policy

Person responsible: Head of Pre-Prep

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The health, safety and well-being of young people are of paramount importance to all the adults who work at Rugby School Thailand. Children have the right to protection, regardless of age, gender, race, culture, sexual orientation, or disability. They have a right to be safe in our school. Members of staff in the school have a legal and moral obligation to safeguard and promote the welfare of the pupils, taking all reasonable steps to protect them from harm whether from physical injury, abuse, neglect, emotional harm or from anything that interferes with their general development.

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AIMS

To safeguard the rights and promote the welfare of children

To provide guidance and reassurance to staff whose role includes intimate care

To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account

All children have the right to be safe and to be treated with dignity and respect

DEFINITION OF INTIMATE CARE

Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.

Intimate Care tasks include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing a nappy
- Changing wet/dirty clothes after a toilet accident
- Cleaning/wiping/washing intimate parts of the body
- Having an accident and hurting an intimate part of the body
- Showering after swimming/changing swimming/clothes/drying pupils after swimming

DEFINITION OF PERSONAL CARE

Although it may involve touching a person, it is less intimate and usually has the function of helping with personal presentation.

Personal Care tasks include:

- Feeding Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Prompting to go to the toilet
- Washing non-intimate parts of the body

INTIMATE CARE GUIDELINES

The issue of intimate care is a sensitive one and will require staff to be respectful of children's needs at all times. Children's dignity should always be preserved with a high level of privacy, choice and control when care is required.

It is the policy of Rugby School Thailand that two members of staff are involved in a child's intimate care. Should a child need to be washed/showered/underwear changed then there must always be two members of staff present. This is to safeguard both the child and the staff member cleaning/washing the child.

Should a child be hurt in an intimate place a judgement will be made about the need to look at this or whether to call the parent in to do so. In a non-serious/urgent case permission from the parent may be sought prior to two staff members being present. One of these would always be the School Nurse.

Whenever intimate care is required (toilet, nappy change, shower) the carers must fill in the intimate care book showing date/time and reason why intimate care was needed as well as the initials of the two staff members present.

Intimate care may take a considerable amount of time but should not be a frightening experience for the child. Children should be treated with dignity and respect and deserve privacy and support both physically and emotionally. Children should be confident and self-assured and should be encouraged to have a positive body image and to express choice.

TOILET TRAINING

Upon entry to the Pre-Prep we encourage parents to have toilet trained their child or at least to have begun the process. We do have changing facilities in the toilet adjacent to Pre-Nursery (and one in the toilet near Soft Play) and we have a Nanny and a Nanny Support who can help with toileting issues.

Teachers will work with the children, once settled, and begin the toilet training process BUT the full support of parents is expected as they continue the process at home. If there is a medical or developmental reason to delay toilet training then we will wait. Parents will receive notification of toilet training and some information and ideas.

If a child has regular toileting issues then the teacher and parent will have met to discuss the most appropriate way forward for the child and if necessary a care plan will be put into place.

Staff must check whether pupils have used the toilet hose or not prior to using it. Some children do not like the hose and may be unfamiliar with it.

Parents are asked to send in spare clothes/uniform and underwear on a daily basis. Once toilet trained then a spare uniform should still come to school each day in case of the odd accident.

As a rule we insist on two members of staff being present should a child need cleaning/showering. We have a shower facility on site. Parents are informed if we have had to shower a child.

SOILED UNDERWEAR

If underwear is slightly soiled from a toilet accident (pee) it will be rinsed and placed in a plastic bag inside the child's bag. Should underwear be completely soiled from diarrhea or a messy number two then the underwear will be bagged and thrown away.

NAPPY DISPOSAL

Dirty (Number 2) nappies must be put in a plastic bag and in the bathroom bin. The bins will be emptied regularly throughout the day and disposed of appropriately.

SAFEGUARDING

(Please see Child Protection and Safeguarding Policy)

All staff are employed following the Safer Recruitment process. All staff at the school are International Child Protection Certificate (ICPC) checked and for local Thai employees Police Checked). Staff are involved in safeguarding training annually and sign to acknowledge that they have read and understood part one of “Keeping Children Safe in Education”. They also sign to acknowledge Disqualification by Association forms (that they do not knowingly live with anyone convicted of a serious crime).

Cameras and devices are NEVER to be taken into the toilet/changing areas.

Parents are not permitted in the children’s toilets. A specially reserved toilet for use by parents and children is located adjacent to the Soft Play Room. This is the only bathroom area that parents should be using.

KEY POINTS

Involve the child as much as possible in their intimate care.

Consider what additional support the child needs following a toilet accident.

Ensure two members of staff present if intimate care is required. (Nanny Support role)

Inform parents of the need to have provided intimate care. (other than nappy and toilet changes)

Log the intimate care into the Intimate Care book (Located in the nappy changing area)

If a member of staff has concerns about a colleague’s intimate care practice they must report this following the whistle blowing policy. Reports can be made to the Head of Pre-Prep who is also the Designated Safeguarding Lead for the Pre-Prep.

If staff observe any unusual markings, discolourations or swelling this must be reported to the settings Designated Safeguarding Lead in accordance with the Safeguarding Policy.

Report and record any unusual emotional or behavioural response by a child. This should be kept securely in the child’s file. The Head of Pre-Prep must be informed.

If during intimate care a staff member accidentally hurts a child, misunderstands or misinterprets something they must reassure the child, ensure their safety and report the incident immediately following our policy.

Children who are toilet trained or training are prompted to use the toilet to help avoid ‘accidents’. In the first instance this should happen regularly but not must be too regular. Children need to learn when they need to empty their bladder and what the feeling of a full bladder is. However, at the beginning of training regular toilet visits will be encouraged.

Accidents are part of the toilet training process and many children will have toilet accidents for several months/years.

HEALTH AND SAFETY

Staff wear disposable gloves when dealing with bodily fluids. These are then securely wrapped and placed in a plastic bag and disposed of appropriately. Change gloves after caring for each child.

The bins are emptied regularly throughout the day.

All surfaces must be cleaned and disinfected daily (including nappy changing unit and surrounding surfaces).

Check that the toilet area and toilet seat is clean before asking a child to sit on the toilet.

Handwashing forms part of the daily routines in all classes. Hot water and soap is used to wash hands with paper towels available.

Children's soiled clothes are rinsed if possible and wrapped in a secure plastic bag for parent collection.

We encourage children to participate in their own intimate and personal care as part of our curriculum.

Never leave a child unattended on the changing table. An adult MUST be by their side to ensure they do not fall off.

Accidents are dealt with in a timely fashion and children are not left in wet/ soiled clothes.

LANGUAGE

Initially we talk to the pupils about their "private parts" -this links to our Pants are Private talks. At some point in the development of the children the correct language should be used to discuss these parts: "vagina" and the "penis". In Thai this is Ju (penis), Jim/Jimmi (vagina).

PARENTAL CONCERNS

If any parents express concerns about their child's needs with regards to Intimate Care these will be addressed by the Head of Nursery or the Head of Pre-Prep in a face to face meeting. Policy and procedure will be explained fully.

This policy can be shared with the parental body.

USEFUL WEBSITES

Working Together to Safeguard Children 2018

Keeping Children Safe in Education 2020

Advisory, Conciliation and Arbitration Service (ACAS) www.acas.org.uk

NSPCC www.nspcc.org.uk

Toilet training leaflet (sent to parents)