

# Greenford School of Dance

## Intimate Care and Toileting Policy

All children at Greenford School of Dance have the right to be safe and be treated with dignity, respect and privacy at all times.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Child Protection Policy and Code of Conduct.

**Intimate Care Tasks** – cover any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Best Practice** – Staff will encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

All staff who takes a child to the toilet must have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

**Safeguarding** – Staff are made aware of the signs and symptoms of child abuse. If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Child Protection and Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff the Designated Child Protection and Safeguarding Lead will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the Designated Child Protection and Safeguarding Lead will seek advice from their LADO.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. Staff should wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintains high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

**Covid 19-** In line with government guidelines, if required again regarding Covid 19, all staff will wear full PPE where possible when dealing with bodily fluids and sanitise hands before and afterwards. Staff will try to limit physical contact with the child where possible in order to maintain social distancing, unless in case of emergency.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

**Date: 29<sup>th</sup> July 2024**