



Elmfield Rudolf Steiner School

Intimate Care Policy – Early Years Department

October 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead)			
(Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
12/12/18	Diana Ball	Education Lead	
05/02/19	Diana Ball	Education Lead	
15/08/19	Change of name updated		
04/10/19	Andy Plant	Education Lead	8/10/19
15/7/20	Change of name update		

Most children will be toilet trained and out of nappies before they begin at Elmfield. However, some children may take longer to reach this stage and some children will have medical conditions or disabilities which may delay or prevent them from being able to use a toilet. Early Years staff cannot manage too many of these situations at any one time and the school may decide to delay a child's start date as a result.

Whatever the case, it is inevitable that from time to time some children will have accidents and need to be attended to.

In order to help the children to become aware of their bodily needs there are regular toileting times for all the children in the Early Years Department, and those who wish to go to the toilet outside of those times are always allowed to go. Some children, however, do not always recognise and respond to their bodily needs in time. The school will attempt to support any toilet training programme requested by a child's parent, GP and/or the school doctor and the child will normally have a Support Plan if this is the case, which will detail the required action.

Each child is expected to have a complete set of spare clothes hanging in a bag on his/her peg. Any child with an incontinence problem is also expected to have a pack of his/her own baby wipes in this bag.

If a child soils him/herself in school time he/she will be washed down as efficiently and discreetly as possible by a member of staff. However, it should be noted that the school has only limited toilet and shower facilities.

Our intention is that the child will never be left in soiled clothing but will be cleaned as soon as the member of staff responsible for him/her is aware of the situation. The member of staff washing the child will wear a protective apron and/or protective gloves if required. Soiled clothing will be wrapped in plastic bags that can be tied shut and then given to the parents to take home. Nappies will be disposed of in the special nappy bin located in the adult toilet upstairs in the Thornhill building.

It is always our intention to avoid drawing attention to such events and to encourage the child positively in his/her efforts to gain these skills.