

## **GEMS Cambridge International Private School Sharjah** **Intimate Care Policy for FS1 and FS2**

**Last Amendment:** August 2023  
**Policy Review Date:** August 2024

### **1. Introduction**

At GEMS Cambridge International Private School Sharjah (GCS) we are committed to safeguarding and promoting the welfare of children within our FS1 and FS2 Departments. We are committed to ensuring that all staff responsible for intimate care of children will undertake their duties in a professional manner at all times. The Intimate Care and Toileting Guidelines regarding children have been developed to safeguard children and staff. Intimate care is any care which involves washing or carrying out an invasive procedure (such as supporting a child with cleaning themselves up if they have soiled themselves).

### **2. Aims and Objectives**

These guidelines aim:

- To provide guidance and reassurance to staff and parent/s
- To safeguard the dignity, rights and wellbeing of children.
- To ensure that there is a consistent approach from all teaching staff in our FS Department

### **3. Toileting and the Early Years Foundation Stage**

In the Early Years Foundation Stage Curriculum, it is clear that the role of the adult at home and in school involves supporting the child's whole development.

Early Learning Goal - Managing self:

- Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices.

Definition of toilet trained

The child should be able to carry out the following independently before starting school:

1. Tell an adult when they require the toilet.
2. Pull down/ pull up clothing in order to go to the toilet.
3. Wipe/ clean themselves after toileting.
4. Where applicable, make use of the hand-held toilet hose.
5. Wash and dry hands thoroughly.
6. Pull up his/her pants - **nappies/diapers are not allowed.**

### **Responsibilities**

#### **4. What the school expects from parents**

- Parents/carers ensure that their child is toilet-trained before admission to school.
- **Under no circumstances** should a child attend school wearing diapers or nappies.
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.



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- Parents/carers to ensure that there is always an extra set of clean uniform in the child's school bag or kept at school in case this is needed during the school day.
- Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will then be arranged to discuss the child's needs.
- Should the child be receiving medication for any toileting issues (constipation, diarrhea) they will not attend school until the situation is resolved.
- Parents/carers agree that after **2 wetting occasions per day** their child will need to be collected from school immediately for the health and hygiene of the child and other children in the class.
- Parents/carers agree that **after ANY soiling occasion** their child will need to be collected from school immediately for the health and hygiene of the child and other children in the class.
- Parents/carers agree that if their child continues to wet or soil they will be required to remain at home to continue toilet training. This leave will be authorized.
- While at GCS we do have a washroom assistant, their role is to verbally support children and remind them to wash their hands. They cannot physically support a child in the washroom.

## 5. What the school expects from staff

- If the child cannot clean or change themselves after a toileting accident, a medically trained staff member will support the child in the clinic.
- Two members of staff will be present when having to assist a child in the washroom.
- Staff will not spray or wipe children but will encourage correct use of tissue and hoses in the washroom
- Staff will use props (such as a doll) to demonstrate to the child the best way for the child to clean themselves.
- Staff will encourage children to go to the toilet independently during the school day.
- There will be set times throughout the day when students will be asked to use the washroom.
- Staff will assist where necessary if a child should be changed into fresh clothing.
- Staff should wear gloves and aprons if assistance with changing and toileting is needed.
- If a student requests to use the toilet, they will be allowed.

It is essential that parents/carers recognise they are responsible for any training/changing routines for their child. As GCS is a school setting the teaching/support staff are not responsible for toilet training a child. Our intention is that the child will never be left in soiled clothing and as soon as the member of staff responsible for him/her is aware of the situation, she will assist the child in cleaning themselves or advise the appropriate staff member who will telephone the parent/carer.

**I / we confirm that I / we have read and accept the above policy.**

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_