



Stow Heath Primary School



Intimate Care Policy- EYFS

2021-2022

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Statement of Intent

Stow Heath Primary School understands the importance of its responsibility to safeguard and promote the welfare of children.

No child is excluded from participating in our setting who may be, for any reason, not yet toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are a medical or other developmental reasons why this may not be an appropriate time.

Pupils may require assistance with intimate care as a result of their age or due to having a special educational need or disability (SEND). In all instances, effective safeguarding procedures are of paramount importance.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not, yet toilet trained.

Stow Heath Primary School has developed this policy in order to ensure that all staff responsible for providing intimate care always undertake their duties in a professional manner and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:





- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Roles and Responsibilities

The Headteacher is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.

The Headteacher is responsible for handling any complaints about the provision of intimate care in line with the school's complaints procedure policy.

All members of staff who provide intimate care are responsible for undergoing training for provision of intimate care when required.

All members of staff who provide intimate care are responsible for undertaking intimate care practise respectfully and in line with the Guidelines within this policy.

Parents/Carers are responsible for providing consent to the school's provision of their child's intimate care.





What is intimate care?

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a pupil has soiled themselves) to intimate personal areas.

In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/ young people where possible.





Procedures for intimate care

- Staff who provide intimate care will have personalised changing times for the children in their care. There will be a designated person assigned to intimate care each day.
- Staff who provide intimate care will conduct intimate care procedures in addition to designated changing times if necessary; no child will be left in wet/soiled clothing or nappies.
- If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.
- Each child using nappies will have their own nappies, nappy bags and wipes in their labelled bag that they bring daily. Spares will also be provided by school for those who do not have any in their bag.
- Before changing a child's nappy, staff will put on disposable gloves and aprons. The changing table and mat will be cleaned appropriately using antibacterial wipes and spray.
- The changing areas are private from the main Nursery and positioned to provide privacy for the child being changed. The bathroom door will remain open so that staff changing nappies can be always seen.





- Any soiled or wet nappies will be placed into a nappy bag, sealed and then disposed of in the designated nappy bin.
- Any soiled or wet clothing will be placed into a tied plastic bag and placed into the child's named backpack. Parents will be informed, and clothes will be returned at the end of the Nursery session.
- The Changing table and Mat will be cleaned after changing each child using antibacterial wipes/ spray, these along with disposable gloves will be placed into the designated bin.
- Staff and children will then wash and dry their hands using the facilities provided.
- Members of staff will record each incident of intimate care on the intimate care log, stating the date, time, incident and their name. A slip will then be filled in to communicate with parents the intimate care that has taken place on that day.
- Members of staff will use the toilet introduction procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage independence.





Parental Engagement

- During Nursery and school inductions parents will be invited to fill out the intimate care permission form, this will state whether parents/carers do or do not give their consent for their child to be changed within school. No intimate care will be carried out without prior parental consent.
- If a parent does not give permission for intimate care to take place at school, they will be invited into school to change their child using the correct facilities.
- If a child requires specific intimate care, a care plan will be created alongside parents/carers. This will state what care is required, the number of staff needed to carry out the care, any additional equipment needed and the procedure for monitoring and reviewing the intimate care plan.

Safeguarding Procedures

The school adopts rigorous safeguarding procedures in accordance with the child protection and safeguarding policy and will apply these requirements to the intimate care procedures.

The school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.





All members of staff will receive safeguarding training on an annual basis and receive child protection and safeguarding updates as required.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including and unusual marks, bruises or injuries, to the DSL in accordance with the school's whistleblowing policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the child protection and safeguarding policy and the allegations of abuse against staff policy.

Monitoring and Review

This Policy will be reviewed every two years by the Headteacher, Early Years Lead and any Designated Safeguarding Leads, who will make any changes necessary and communicate these to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.





Appendix

Permission form for intimate care

Dear Parent / carer,

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary, cleaned as quickly as possible.

Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Stow Heath Primary School has an Intimate Care Policy which is available to view on our website. A printed copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Name of Child Class.....

Please tick ONE.

I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Stow Heath Primary School.

I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me, or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I or my emergency contact cannot be contacted, the staff will act appropriately and may need to come into some level of physical contact in order to support my child.

Signature of Parent/Carer..... Date.....





Toilet introduction Procedures.

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and is able to alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions. Staff will implement the following strategies to get children used to using the toilet and being independent:
 - Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
 - Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet





- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them

