



# **Dowson Primary Academy**

## **EARLY YEARS' POLICY FOR INTIMATE CARE**

December 2021

Review Cycle: 3 years

Signed Principal:

Signed Chair of Governing Body:

Jenny Garside



## DOWSON EARLY YEAR'S POLICY FOR INTIMATE CARE

### Rationale

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. For the purpose of this policy, this includes but is not restricted to:

- nappy changing
- washing/cleaning and changing the underwear a child who has soiled themselves, or the supervision of the child conducting their own self-care
- toileting/toilet training

Whilst first aid, medical assistance and the administration of medicine may also be classed as 'Intimate Care', this is covered in a separate policy and can be found on the school website.

This policy applies to children in Nursery and Reception as we recognise that many children of such a young age do have accidents and sometimes require support with their self-care. It is anticipated that the vast majority of children entering Dowson Primary Academy will be toilet trained; however, we acknowledge that due to medical or special educational needs/disability this might not be case. Where children require Intimate Care in KS1 or beyond, or where a child's medical or special educational needs means that more specialised care is required (such as when a child has a colostomy to ileostomy bag for example), an individual Intimate Care Plan or a Health Care Plan will be completed to be followed in conjunction with this policy.

Every pupil will be supported to achieve the highest level of autonomy that is possible given their age and ability. Staff will encourage each pupil to do as much for themselves as they can, including working with parents regarding toilet training where applicable. Parents have a responsibility to advise the school of any known intimate care needs relating to their child BEFORE their child starts attending, and to provide all necessary items for this to be undertaken e.g. wipes, nappies, spare clothes etc.

### Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- every child has the right to be safe and to be valued as an individual
- every child has the right to personal privacy and to be treated with respect
- all children have the right to express their views and be consulted regarding their care to the best of their abilities.
- every child has the right to an inclusive education and therefore have their intimate care needs met to facilitate this.



## School Responsibilities

All staff working with children are subject to the appropriate Disclosure and Barring Checks. This includes student teachers and staff employed via an agency. Only staff who are familiar with this policy and the pupil concerned are to be involved in intimate care procedures. Senior Leaders and school Health and Safety representatives have a duty to ensure that there are adequate facilities and equipment to complete intimate care duties safely and comfortably. Staff have a duty to record when they have undertaken intimate care activities and report this to Parents at the end of the school day where it is not a regular occurrence, such as when a child accidentally soils themselves. When school are planning visits or trips, it is the responsibility of the lead staff member to ensure that adequate facilities are present and staff present to meet the intimate care needs of the children attending the trip.

If a staff member has any concerns regarding a colleague's intimate care practice, then this should be reported immediately to Designated Safeguarding Lead, Mrs. Kathryn Thornburn as per the Child Protection Policy which can be found on the school's website.

## Intimate Care Procedures

All children have the right to be safe and to be treated with dignity and respect. These procedures are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Staff should employ their professional understanding and personal knowledge of the child to meet any individual needs of each pupil, particularly those with special educational needs.

- Involve the child in the intimate care.
- Try to encourage a child's independence as far as possible in his or her intimate care.
- Where a situation renders a child fully dependent, talk about what is going to be done and give choices where possible.
- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
- Care should not be carried out by a member of staff working alone with a child. Two staff members should always be present.
- Make sure practice in intimate care is consistent. As a child may have multiple carers and a consistent approach to care is essential, all staff must adhere to these procedures and any individual guidance provided by parents/pupil recorded on the top of their Intimate Care Record sheet.
- Ensure any incidents where a child has received intimate care are reported to parents.



If the intimate care is a regular or planned event then this should be recorded on the pupil's Intimate Care Record. Details of what care occurred, by whom and when should be entered on to this log (see appendix A).

- It is the responsibility of the member(s) of staff completing the intimate care to ensure that all equipment (such as changing mats) are clean and in a good state of repair and plentiful. Concerns regarding this should be directed to a member of SLT. Staff should always wear gloves and use the knee pads provided when kneeling down to complete intimate care procedures. Good hand hygiene is of paramount importance and staff are required to wash their hands before and after any intimate care. Any soiled waste should be placed in a bag, sealed and placed in the bin for regular removal.
- If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to the Designated Safeguarding Lead (DSL) and report and record any unusual emotional or behavioural response by the child as detailed in the Child Protection Policy.
- If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to a DSL.

### **Intimate Care of children in KS1 and KS2**

Whilst it is anticipated that the vast majority of children will not require the intimate care described in this policy, we acknowledge that there may be occasions where this is the case. For information regarding this, please see the relevant section in the Medical Needs Policy, found on the school website.

