



ENDEAVOUR
ACADEMY

NEXT REVIEW DATE:
<i>Spring 2025</i>

1. INTRODUCTION

Endeavour Academy is committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children will always undertake their duties in a professional manner. The Intimate Care Policy and Guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself), that most children can carry out for themselves. However, there may be times when a child is unable to do this due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development.

2. AIMS AND OBJECTIVES

This policy aims:

- To provide guidance and reassurance to staff and parent/s.
- To safeguard the dignity, rights and wellbeing of children
- To assure parents that staff are knowledgeable about intimate care and that their individual needs and concerns are considered

3. TOILETING AND THE FOUNDATION STAGE PROFILE

Curriculum guidance for the Foundation Stage is clear that the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently". Therefore, staff will need to meet the needs of any child who requires toileting support this may be changing nappies for identified children who have not yet reached this early learning goal.

Upon carrying out intimate care in the EYFS any soiled tissue, baby wipes, etc., should be put into a nappy sack bag and placed in the nappy bin in Nursery by the adult, at no time should this be put down the toilet.

4. INTIMATE CARE IN KEY STAGE 1 AND KEY STAGE 2

Key Stage 1 - We will inform all parents of Reception children prior to them starting key stage one of the current toileting policy highlighting that we will change children for odd 'accident' but not routinely as part of day-to-day personal care. This will be applicable for the time a child is in KS1 (unless a parent informs us differently in writing.)

Key Stage 2 – Any child that soils or wets will not be changed by any member of staff. However, we will provide a private, safe space (disabled toilet) where the child may change on their own. We will supply warm water and tissue or baby wipes, clean clothes (to the best of our ability out of the 'spares box') and a carrier bag.

At all times any soiled tissue, baby wipes, etc., should be put into a nappy sack bag and placed in the nappy bin in Nursery by the adult at no time should this be put down the toilet.

5. PARENTAL RESPONSIBILITY

Partnership with parents is an important principle in any educational setting and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents. Prior permission must be obtained from parents before Intimate care procedures are carried out. Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met in a personal care plan which will identify the support needed.

Exchanging information with parents is essential through personal contact, telephone or correspondence.

What the school expects of parents:

- Parents/carers will endeavor to ensure that their child is continent before admission to school (unless the child has additional needs).
- Parents/carers will discuss any specific concerns with staff about their child's toileting needs.
- Parents/carers must inform the school if a child is not fully toilet trained before starting school, after which a meeting will be arranged to discuss the child's needs.
- Parents accept that on occasions their child may need to be collected from school.

6. STAFF RESPONSIBILITIES

Anyone caring for children, including teachers and other school staff, has a duty to care and act like any reasonably prudent parents. Intimate care routines should always take place in an area which protects the child's privacy and dignity. Children's intimate care routines should always be carried out by an assigned member of staff. Appropriate support and training should be provided when necessary.

The following steps will be taken to ensure health and safety of both staff and children:

1. Alert another member of staff
2. Escort the child to a changing area i.e. designated toilet area
3. Collect equipment and clothes
4. Adult to wear gloves
6. Child to undress as appropriate and clean themselves as much as possible under the verbal guidance of an adult.
7. Soiled clothes to be placed inside carrier bags (double wrapped) and to be given to parents at the end of the day. Plastic aprons and gloves should be disposed of in the designated bin.
8. Children are expected to dress themselves in clean clothing, wash their hands and return to class
9. Adult should wash their hands thoroughly after the procedure.
10. Area to be cleaned and disinfected by the adult before returning to class.

Intimate care incidents must be shared with parents and carers as a matter of priority. Parents/Carers are to be informed as soon as possible either verbally or using a Record of Intimate Care Intervention Slip.

In the interests of Health & Safety, it is unreasonable for staff to be expected to change a child who regularly soils unless the child has a medical condition as an underlying cause. School does not have staffing levels to accommodate teachers or support staff regularly leaving the class to attend to an individual's hygiene.

The management of all children with intimate care needs will be carefully planned in a personal care plan and overseen by the Inclusion Manager.

9. CHILD PROTECTION

At all times staff will be mindful of child protection and follow the school policy. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. If a personal care plan has been agreed and signed by parents, children and staff involved, it is acceptable for only one member of staff to assist unless there is an implication for safe moving and handling of the child. The needs and wishes of children and parents will be considered wherever possible, within the constraints of staffing and equal opportunities legislation.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) then the schools child protection procedures should be followed. If a member of staff notices any changes to a child either physically or emotionally following an episode of intimate care, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity. Local Child Protection procedures will be adhered to always.

For additional information please refer to the following policies:

- Child protection*
- Inclusion*
- SEN*
- Health and safety*