



Intimate Care Policy for Early Years

School Name: Gorse Hill Primary School

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Intimate Care in the Early Years

When parents or carers first bring their child to a school or a setting, one of their biggest worries may be about their child's toileting habits. It is helpful for parents when their child's key person can dispel anxieties. This is more likely to be successful if there is a clear, consistent policy that is understood by all members of staff.

Safeguarding

All intimate care arrangements will be undertaken in accordance with the school's Safeguarding and Child Protection Policy, Keeping Children Safe in Education (KCSIE), and the EYFS Statutory Framework.

Staff must immediately report any concerns arising during intimate care, including:

- unexplained marks, bruises or injuries
- signs of neglect
- concerning disclosures made by the child
- unusual behaviour or emotional responses

Concerns will be reported to the Designated Safeguarding Lead (DSL) in line with school safeguarding procedures.

The EYFS Statutory Framework emphasizes the importance of 'equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported'. The following four guiding principles are endorsed in the framework:

- every child is a unique child
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
- children develop and learn in different ways and at different rates

This policy is to support practitioners in the provision of personal care for children in the Early Years Foundation Stage. It relates to all Nursery and Reception children at Gorse Hill Primary School.

Whenever we state parents in this document, we are referring to parent and carers and when we refer to child or children, we are referring to children 3 to 5 years of age. Delayed continence is not necessarily linked with learning difficulties. Children are unique in their development, health and personal circumstances. It is right to expect that some children across the entire Early Years Foundation Stage (and beyond) will be in nappies, or have occasional accidents, especially in the first few months after admission.

At Gorse Hill Primary School, we will work to ensure that every child can easily access care, play and learning experiences.

The United Nations Convention on the Rights of the Child (UNCRC) states that all children are entitled to:

- privacy (article 16)
- good quality health care (article 24)

- those who have any kind of disability have the right to special care and support so that they can live full and independent lives (article 23)

The Equality Act of 2010 states that:

- pupils must not be discriminated against by not making reasonable adjustments or refusing to admit
- schools must not victimise a pupil by not affording the pupil access to a benefit, facility or service, or treat them less favourably than other pupils.

Education providers have a duty to meet the needs of children with delayed self-care skills in the same way as they would meet the individual needs of a child with any other area of delay.

Children will be treated with dignity, respect and entitled to privacy.

Personal care will meet the needs of each individual child in partnership with parent, carer and child.

Personal care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him/herself
- Assisting toileting issues
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset child
- Assisting a child who requires a specific medical procedure and cannot carry this out unaided*

*In the case of a specific procedure, only a person suitably trained should undertake the procedure.

Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Assisting a Child to Change His/her Clothes

On occasions, an individual child may require some assistance with changing if they have had a toileting accident, gets wet outside, or has vomit on his/her clothes. These are more common in the early years.

Staff will always encourage a child to attempt undressing and dressing unaided. However, if assistance is required this will be given.

A record is kept for any assistance Appendix 2

Changing a Child Who Has soiled Him/Herself

For children in the early years, the children will be supported in changing. The child will be expected to carry out as much self-care as they are able, verbal instruction will be given in the first instance.

If showering is required, two members of staff will be present. The child will be encouraged to clean him/herself as much as possible. Members of staff will be wearing gloves.

There will be a supply of wet wipes, towels, nappy sacks, clean underwear and spare clothes for this purpose in the nursery and reception classes. However, children should bring their clothes in a bag every day.

A record is kept for any assistance Appendix 2

Assisting Toileting Issues

Early Years staff will support a child that has had a toileting accident. The child will be encouraged to be as independent as possible, and support will be given as necessary. The child will be asked if they would like some assistance. Staff will use their professional judgement if any further support is required. If a child requires help cleaning themselves, and has requested help, staff will wear gloves to help the child.

Assisting an early year's child that has had an accident will not necessarily require two members of staff to assist; expect when showering is necessary. Intimate care will take place in designated facilities that provide privacy for the child whilst enabling staff to summon assistance if required. Where appropriate, doors may remain ajar or staff should ensure that colleagues are aware intimate care is taking place.

Verbal instruction will always be the first support given.

A record is kept for any assistance Appendix 2

Nappy Changing

Children that are not yet toilet trained will have their nappy changed if it becomes soiled or obviously wet. It is the parent's responsibility to ensure that a child arrives to us wearing a fresh nappy or pull-up and that spares are available in their child's bag. In addition to spare nappies, wet wipes, nappy sacks and spare clothing should be in the child's bag. If your child needs to have their nappy changed daily/regularly, staff will meet with parents to complete the Gorse Hill School / Parent Partnership Agreement and Consent for an Intimate Care Plan, see Appendix 1.

Toilet training will be encouraged.

Changing a nappy will not necessarily require two members of staff. One member of staff may provide intimate care. Wherever possible another member of staff should be aware that intimate care is taking place. Two adults are not routinely required; however, a second adult may be present where:

- a child requests it
- there are significant behavioural concerns
- staff assess additional support is necessary

Staff will follow infection prevention and control procedures including:

- wearing disposable gloves and aprons where appropriate
- washing hands before and after intimate care procedures
- cleaning and disinfecting changing areas after use
- safe disposal of waste materials in the appropriate waste bin which is emptied daily.

Occasionally a child refuses to have their nappy/ pull up changed, in this instance staff will encourage child to change their nappy/ pull up or wait and try again. If refusal continues and the child is obviously soiled or wet,

then another member of staff will try, and parents may be called to change the child. Parents will be informed if they have not been able to change their child's nappy during the session.

A record is kept for any assistance Appendix 2

Supervising a Child Involved in Intimate Self Care

A child will be asked if they are able to clean themselves in the first instance. If they are unable to, the child will be given verbal instruction and signs to help them manage their own care. If it is necessary for an adult to finish cleaning a child, the adult will ask the child would they like/want the adult to clean them and will wear gloves.

Providing First Aid

See First Aid Policy – for reception and nursery classes.

Providing Comfort to an Upset Child

Staff will provide comfort and reassurance in ways that are age appropriate, responsive to individual need and consistent with the Staff Code of Conduct. Any physical contact will be appropriate, child-led and proportionate.

Assisting a Child Who Requires a Specific Medical Procedure and Cannot Carry This Out Unaided

See Medicines Policy.

Staff Training and Safer Working Practice

Staff providing intimate care will:

- receive safeguarding training in line with KCSIE and EYFS requirements
- follow the school's Staff Code of Conduct
- maintain professional boundaries
- respect the dignity, privacy and preferences of each child
- report any safeguarding concerns immediately to the DSL

Appendix 1

Gorse Hill School / Parent Partnership Agreement and Consent for an Intimate Care Plan

Name of child		Date of birth	
Name of key worker		Year Group	
Name of class teacher			

Care requirements, including frequency

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

Named member of staff	
Named other members of staff	

Where will the intimate care be carried out?

What equipment/resources will be required?

Training needs

What are the reporting procedures for parents/carers?

Any additional information?

Parental responsibility:

- *I agree to provide nappies, disposal bags, wipes, a change of clothes and a bag for soiled clothes.*
- *I agree to make sure that my child is changed at the latest possible time before being brought into school.*
- *I understand and agree to the procedures that will be followed when my child is changed at school. If cream is required for a medical purpose, this will be listed below.*
- *I agree to inform the school if my child has any marks/rashes.*

- *I agree to work with the school and any external agencies, to support my child to become toilet trained and managing their needs independently.*
- *I agree to review arrangements, should this be necessary.*

School responsibility:

- *We agree to change your child should they soil themselves or become uncomfortable wet.*
- *We will provide staff with appropriate equipment to change your child.*
- *We will ensure that the contact between a member of staff and your child during a nappy change is kept to a limited amount of time.*
- *We will inform you if your child becomes distressed or if marks/rashes are seen.*
- *We will let you know if more nappies etc. are needed.*
- *We agree to review arrangements, should this be necessary.*

I have read Gorse Hill Primary School's Intimate Care Policy, and I agree to the intimate care plan outlined above.

Signature of parent/carers		Date	
Signature of key worker		Date	
Signature of EYFS Lead		Date	

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