

# Moat Hall Primary School

## Early Years

### Intimate Care Policy

### September 2017-18



Moat Hall Intimate Care Policy

This policy supports the safeguarding and welfare requirements of the Statutory Framework for the Early Years and Foundation Stage.

**Aims:**

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into account

**Definition of Intimate Care:**

*Intimate care is any care which involves washing, touching, or carrying out an invasive procedure that most children are able to carry out themselves for example dressing and undressing (underwear), changing nappies and changing a child when they have had an accident.*

As part of our induction process, it is explained that every effort should be made to encourage independence before a child arrives at school and it is generally expected that most children will be toilet trained and out of nappies before they begin at school.

However, it is inevitable that from time to time some children will have accidents and need to be attended to. In addition to this, some children may have disabilities or medical conditions that require adult assistance for their personal and intimate care needs.

Every child has the right to privacy, dignity and a professional approach from all the staff when meeting their needs and it is important that staff work in partnership with parents to give the right support to an individual child. No intimate care is to be given without the express written permission of the parent or guardian of that child and all parents and guardians will be asked to provide that permission when their child joins Nursery or Reception at Moat Hall.

At Moat Hall, children have access to their own bathroom area with toilets, hand basins, soap, warm water, paper towels, and a hand dryer. Children can go to the toilet at any point during the day.

If a child does soil him/herself whilst in school, a member of staff will:

- Respect the child's privacy and dignity at all times.
- Inform a colleague when a child needs to be taken to the toilet to be changed.
- Keep the door open so they are never fully alone with a child and when possible, will ask a colleague to supervise.
- Involve the child as much as possible in their own intimate care, encouraging them to take off soiled clothes and put on clean ones.

- Make a record of each occasion, including time and duration. Records to be kept in the toilet area.
- Inform the parent carer of the accident when they collect the child at the end of the session.
- Double wrap soiled clothes in plastic bags and give to parents to take home.

If the child is evidently ill, requires invasive cleaning or is distressed and refuses to be changed, school will contact parents. If a child is repeatedly soiling in school, parents will be informed, records will be kept and an individual care plan will be drawn up.

### **Health and Safety**

All staff follows the guidelines set out in the school Health and Safety policy.

### **Safeguarding**

In order to protect children, all staff:

- Have up to date Safeguarding level 1 training
- Are aware of the recording requirements for intimate care
- Follow the school safeguarding policy and additional Early Years guidelines as stated in the Early Years policy

### **Personal Care Plans**

Where a child has individual and specific needs, staff will work with parents to devise an individual care plan for the child.

### **Monitoring and Review**

It is the responsibility of those working in Nursery and Reception to follow the principles stated in this policy. The Headteacher and EYFS coordinator will carry out the monitoring of this aspect in the Early Years Foundation Stage as part of the whole school monitoring schedule. The Standards Curriculum Committee of The Governing Body will also be part of this process. This policy will be reviewed in September 2018 or as necessary.

Revised by Lisa Wright

Sept 2017