

Caslon Primary Community School,
Beecher Bear Daycare and Nursery,
Beech Tree SEMH Base and Tree Acre
(Early Years Inclusion Hub)



Intimate Care Policy

Purpose of the guidance

This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.

Staff who work with children and young people or those with special needs will realise that the issue of intimate/personal care is a difficult one and will require staff to be respectful of children's needs. Intimate/personal care can be defined as care tasks of an intimate/personal nature, children and young people's dignity would need to be preserved and a high level of privacy, choice and control would need to be provided to them.

Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding. No child should be attended to in a way that causes distress or pain and this policy and procedure is to help ensure good practice in this area.

"This policy adheres to the principles under data protection law. For further information please review the school's data protection policy published on the school's website"

Definition of Intimate Care

- 'Intimate Care' can be defined as care tasks of an intimate nature associated with bodily functions, bodily products, and personal hygiene, which require direct or indirect contact with, or exposure of, the sexual parts of the body.
- It also incorporates changing colostomy or ileostomy bags/managing catheters/stomas or other appliances

Identifying Intimate Care Tasks

Intimate care tasks include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Changing nappies
- Changing incontinence pads (faeces & Urine)
- Bathing/Showering
- Washing intimate parts

Safeguarding and Welfare Requirements

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process.

Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

Vulnerability to Abuse

We ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with.

Furthermore, it is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the nappy-changing/toilet area which, whilst allowing for privacy are not closed off, ensuring another member of staff is present. This is part of making sure there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

Protection for Staff

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform other key workers that they are taking a child to the toilet to change and will ask for the second person to be there too.
- Each instance of intimate care will be recorded by the adult who completed it and also the initials of the adult who was there also as the second person.
- If a situation occurs that causes a concern, the incident reported to the manager & DSL and recorded on CPOMS.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- There will always be another member of staff within the area to over-see procedures.

Intimate care at Caslon

At Caslon, we understand that children are at different developmental stages and, unless there are any medical or developmental reasons why this would not be appropriate, we work in partnership with parents to support them towards independent toilet training.

As a setting we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support and non-judgemental concern of adults.

This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

Aims

- To ensure that children in our care are comfortable and happy at all times
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff who are required to change children
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure the inclusion of all

Partnership Working

School will make arrangements for children in special circumstances e.g. when a child with complex continence needs or delayed development is admitted. In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff.

In these circumstances it may be appropriate for the school to set up a staff/ parent personal care agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This includes:

The parent:

- Agreeing to ensure that the child is changed at the latest possible time before being brought to nursery/ school
- Providing nursery/ school with spare nappies, wipes and a change of clothing
- Understanding and agreeing the procedures that will be followed when their child is changed at school
- Agreeing to inform the setting/school should the child have any marks/rash
- Agreeing to review arrangements should this be necessary
- Identify whether or not their child has any particular needs or any special words or actions used during their nappy changing procedure.
- Supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.

The staff:

- Agreeing to change the child during a session should the child soil themselves or become uncomfortably wet
- Agreeing to monitor the number of times the child is changed in order to identify progress made
- Agreeing to report should the child be distressed, or if marks/rashes are seen
- Agreeing to review arrangements regularly
- Inform parents of any significant observations made during a nappy changing procedure (i.e. badly soiled nappy/strong urine etc.)

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the EYFS/ school is taking a holistic view of the child's needs.

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".

Toilet Trained/Training

- If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability to use a potty or toilet, ensure they are comfortable, clean and dry and have washed their hands afterwards.
- Staff members will also ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- When supporting a child that needs to be changed the staff member will approach the child and explain that they would need to clean and change them into some dry clothes.
- The staff member will put on a pair of disposable gloves/apron.
- Remove the wet/soiled clothes from the child.
- Clean the areas that need cleaning/ a shower might need to be used in some circumstances.
- The staff member will talk through with the child what they are about to do so that they are happy and understanding. If a child is capable of doing so they can help with the removal of any clothing.
- Wet/soiled clothing will be put into a bag so that they can be sent home.

- Staff member will wash their hands with antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff will help the child to wash their hands using liquid soap, warm water and paper towel and then take them back to the nursery room to continue with their activities/play.
- Staff will return to the changing area and clean the area using the red mop and cleaning liquids provided. Area will then either be closed until dry or a wet sign would be placed up.
- There will always be another member of staff within the area to over-see procedures.

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 school of the current toileting policy highlighting that we will change children for odd 'accidents' 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 (KS2 toilets) where the child may change on their own. We will supply

If children are entering these key stages with intimate/personal care needs which have not been addressed staff are advised to contact the specialist community nursing service for support.

The school should:

- Have written care plans in place for any pupil who could be expected to require intimate care;
- Ensure that pupils are actively consulted about their own care plan.

Staff should:

- Adhere to the intimate and personal care policy;
- Make other staff aware of the task being undertaken;
- Always explain to the pupil what is happening before a care procedure begins;
- Consult with colleagues where any variation from agreed procedure/care plan is necessary;
- Record the justification for any variations to the agreed procedure/care plan and share this information with the pupil and their parents/carers;
- Avoid any visually intrusive behaviour;
- Always consider the supervision needs of the pupils and only remain in the room where their needs require this.
- Only assist with intimate or personal care tasks which the pupil is unable to undertake independently.

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