

# William Reynolds Primary School and Nursery

## Early Years Intimate Care Policy

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Governing body signature:	

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## **Statement of intent**

William Reynolds Primary School and Nursery understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

This policy has been developed to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they can.
- Protect the rights of all others involved.

## Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)
- DfE (2022) 'Keeping children safe in education'

This policy operates in conjunction with the following school policies:

- Administering Medication Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Whistleblowing Policy
- Infection Control Policy
- Allegations of Abuse Against Staff Policy

## Definitions

For the purpose of this policy, "**intimate care**" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Helping a child with eating and drinking for reasons of illness or disability
- Body bathing other than to the arms and face, and to the legs below the knee
- Application of medical treatment other than to the arms and face, and to the legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

## **Roles and responsibilities**

The headteacher and Early Years Phase Leader are responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of all children is carefully planned, including the creation of individual plans following discussions with the parent and the child.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.
- Organising in house training for the provision of intimate care.

All members of staff who provide intimate care are responsible for:

- Undergoing in house training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.

## **Procedures for intimate care**

Staff who provide intimate care will adhere to the personal hygiene plan provided by the parent.

Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

Each child using nappies will bring a rucksack to school with them in which there will be clean nappies, wipes, and any other individual changing equipment necessary.

Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.

The changing areas are warm and comfortable for the children and are private from others.

Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.

The changing area has paper towels available for members of staff to dry their hands. Any soiled clothing will be placed in a tied plastic bag in the child's personal rucksack and will be returned to parents at the end of the school day.

Any used nappies will be placed in a tied plastic bag and disposed of in a nappy bin that is emptied once a week.

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. Members of staff will use the Toilet Introduction Procedures, as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## **Parental engagement**

The school will liaise closely with parents to establish individual intimate care programmes for each child.

The parents of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan for their child.

Parents will be asked to supply the following items in their child's rucksack:

- Spare nappies
- Wipes, nappy sacks, etc.
- Spare clothing
- Spare underwear

## **Safeguarding procedures**

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

Intimate care is classified as regulated activity; therefore, the school will ensure that all adults providing intimate care have undergone an enhanced DBS check (which includes barred list information) enabling them to work with children.

Staff members working directly with children will receive safeguarding training as part of their mandatory induction, in line with the Child Protection and Safeguarding Policy.

All members of staff will receive safeguarding training on a three yearly basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the Early Years Phase leader who will then speak to a DSL.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

### **Monitoring and review**

This policy will be reviewed annually by the Early Years Phase Leader, who will make any changes necessary and communicate these to all members of staff.

The next scheduled review date is September 2024.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Personal Hygiene Plan for \_\_\_\_\_ Date \_\_\_\_\_

At home

Is your child currently wearing Nappies Pull-ups Pants

Have you started toilet training: Yes No

How does your child communicate their need?

What do they prefer to use? Toilet Potty

Home Routine

**In school routine**

- We ask you to agree to send your child in pull-ups so that we can offer them the toilet easily and encourage them to manage this independently.
- We agree that whenever possible we will follow your home routine but as a minimum during the 3 hour nursery session your child will be toileted at least once mid-session. If your child soils themselves, or becomes uncomfortably wet, a member of staff will change them.
- If your child requests or indicates that they need the toilet they will be supported by an available member of staff at that time.
- When children make the transition to pants, regular toilet breaks will be offered throughout the session.

I understand and agree to the school nappy changing and toileting procedures.

I agree to the intimate care plan outlined above:

<b>Signature of parent</b>		<b>Date</b>	
<b>Signature of <u>EYFS lead</u></b>		<b>Date</b>	





## Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants
2. The child knows that urination/defecation is taking place and can alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and referencing other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Ensure that the child can reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them