



# **The Mead Infant and Nursery School**

## **Intimate Care Policy**

School name: The Mead Infant and Nursery School

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Ratified by: Tracy Creasey  
Headteacher

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## **The Mead Infant and Nursery School Intimate Care Policy**

All children at The Mead Infant and Nursery School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2022 and the Disability Discrimination Act 2010.

### **Definition**

Intimate care can be defined as any care which involves washing, touching or carrying out an agreed procedure to intimate personal areas in order to care for another person. This may be due to their young age, physical difficulties or special needs. Examples include continence and menstrual management as well as washing, toileting or dressing.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals.

It also includes supervision of children and young people involved in intimate self-care.

### **The Mead Infant and Nursery School will ensure that:**

- Every child's right to privacy is respected.
- All intimate care is provided in a manner in order to maintain the child's or young person's dignity and confidence, avoiding distress, embarrassment.
- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against.
- With the support of parents, reasonable adjustments will be made for any child who has delayed continence.
- Partnerships with parents are strong, ensuring a consistent approach to intimate care.
- All children and young people are supported to achieve the highest level of autonomy that is possible, given their age and ability. Staff will always encourage the child or young person to do as much as possible for him/herself as possible, developing their independence.

## **Child Protection and Safeguarding**

Pupils/students are taught personal safety skills carefully matched to their level of development and understanding, through Personal, Social, Health Education (PSHE) and Relationships and Sex Education (RSE) as well as incidentally throughout the day where relevant.

If a member of staff has any concerns about physical or personal changes in a pupil's presentation when undertaking intimate care, e.g. marks, bruises, soreness, fearfulness etc., these must be immediately reported to the Designated Safeguarding Lead in line with the Safeguarding policy.

## **Safe working practices for Staff**

All staff involved with the intimate care of pupils at The Mead Infant and Nursery School have an enhanced DBS check. Work experience students and volunteers must NOT be used to support pupils/students with their intimate care needs.

Staff are regularly trained regarding child protection and health and safety, (which may include manual handling), and are fully aware of infection control, including the need to wear disposable aprons and gloves.

Staff inform another colleague before they assist a child with intimate care. The other colleague will be nearby to support and safeguard the child and member of staff.

All staff should follow good hygiene practices: Disposable gloves should be worn.

Systems should be in place to deal with spillages appropriately and safely. Spillages must be cleaned according to local policy. Hot water and soap OR antibacterial spray or wipes are appropriate.

Soiled disposable nappy to be placed in plastic nappy bag and disposed of according to local arrangements.

Soiled clothing to be placed in double plastic bags and returned to parent/carer.

Correct hand washing techniques should be followed. a) For adults, use hot water and soap. Dry hands with disposable paper towels. Antibacterial gel can then also be used. b) For child, hand washing to be done by, or supervised by adult.

I Pads, Cameras and mobile phones are never to be taken into bathroom areas.

## **Record keeping**

Individual care plans will be drawn up for any child who is toilet training, such as nappy changing. Toilet training arrangements will be discussed with parents/carers on a regular basis and recorded on the Toileting care plan. (See appendix 1)

Any intimate care will be recorded, signed and dated by the staff member who carried out the care. (See appendix 2)

An agreement for those who need regular support with intimate care will be signed by staff and parents/ carers. (Appendix 3)

An agreement for those who have regular intimate care needs such as medication will be signed by staff and parents/ carers. (Appendix 4)

### **Partnerships with parents**

Staff work in partnership with the child or young person's parents or carers, to discuss their needs, routines or preferences.

Where a child or young person's care plan does not include 'intimate care', parents/carers will be informed the same day if their child has needed help with meeting intimate care needs. (e.g. if soiled or passed urine).

Information regarding intimate care is treated sensitively and communications with parents are done in with care

If a child refuses to be changed, staff will call parents or carers to come in to help their child.

The decision to call parents or carers in to school to support their child in intimate care is at the discretion of the member of staff who is supporting the child in need (eg. in extreme cases)

### **Supporting toilet training**

- Members of staff who meet the child/ parents before starting Nursery/ Reception will enquire about the child's stage of toilet training and how best to support the child going forward.
- Toilet training should be planned and agreed in co-operation with the parents/carers.
- There should be a written plan, including details as to what stage of toilet training the child is at and who will be responsible for this in the setting. (See Appendix 1)
- Parents are supported in how to toilet train their child and best practices, eg. Coming to Nursery and Reception as independent as possible.

**This intimate care policy should be read in conjunction with the schools' policies as below (or similarly named):**

- Safeguarding policy and child protection procedures (including whistleblowing)

- Staff code of conduct and guidance on safer working practice
- health and safety policy and procedures
- Special Educational Needs policy
- Positive touch policy
- RSE policy

### **Resources Web addresses**

- Education and Resources for Improving Childhood Continence • [www.eric.org.uk](http://www.eric.org.uk) • [www.wateriscoolinschool.org.uk](http://www.wateriscoolinschool.org.uk)
- [www.bog-standard.org](http://www.bog-standard.org) • <http://www.autism.org.uk/living-with-autism/understanding-behaviour/toilet-training.aspx>
- [http://raisingchildren.net.au/articles/autism\\_spectrum\\_disorder\\_toilet\\_training.html](http://raisingchildren.net.au/articles/autism_spectrum_disorder_toilet_training.html) • <http://www.ndss.org/Resources/Therapies-Development/Toilet-Training-Children-withDown-Syndrome/>
- [http://www.do2learn.com/picturecards/printcards/selfhelp\\_toileting.htm](http://www.do2learn.com/picturecards/printcards/selfhelp_toileting.htm)
- <http://www.autism.org.uk/living-with-autism/strategies-and-approaches/social-stories-andcomic-strip-conversations/introducing-and-using-social-stories.aspx>
- <http://www.disabledliving.co.uk/Promocon/Publications/Resources> • <http://www.disabledliving.co.uk/Promocon/Publications/Children/Toilet-Training>

## Appendix 1

### Toileting Plan for use in Early Years Settings



Toileting Plan for:..... Date:.....

- Option A ..... is currently in nappies/pull ups and is not yet showing any awareness of being wet/soiled
- Option B ..... is currently in nappies/pull ups and is showing some awareness by (eg: going to changing area/verbally saying)
- Option C ..... is currently being supported with toilet training and is now wearing everyday pants.
- ..... (Key person's name) will mainly be responsible for changing ..... whilst at The Mead Infant and Nursery School, to ensure continuity of care.
- However..... (Named other staff) will also be aware of his/her needs and will be available to change him/her when required.

The Mead Infant and Nursery School will provide a changing mat, gloves and disposable aprons. Parent/carer will provide consumables that could include nappies/pull ups, wipes, nappy sacks and spare clothes.

..... will be changed (specific location and arrangements.

Other arrangements specific to that individual child can also be included here.

(This could include whether child needs assistance is laying themselves down or getting up or times that child will be checked or changed/ whether child stands or sits at the toilet at home. Please detail below specific any arrangements here.

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Staff will record date and time of support - see toilet accident log. This information will be shared with parent/carer on a 'change of clothes' slip.

This plan will be reviewed, as the child's needs change.

Parent/ Career

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Member of staff

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## Appendix 2

[illegible]

## Appendix 3

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and I will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p><b>I do not</b> give consent for my child to be washed and change in case of a toileting accident.</p> <p>Instead, the school will contact me or my emergency contact and I/they will organise for my child to be washed and changed.</p> <p>I understand that if the school cannot reach me or my emergency contact, staff will need to wash and change my child, following the school's intimate care policy, to ensure comfort and remove barriers to learning.</p>	<input type="checkbox"/>
Parent signature	
Name of parent	
Relationship to child	
Date	

## Appendix 4

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for making sure care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	