



Intimate Care Policy

May 2018

Eastburn Junior & Infant School fully recognises its responsibilities for child protection and safeguarding. We recognise that all adults working with or on behalf of children have a responsibility to protect them. Our school procedures for safeguarding children will be in line with 'Keeping Children Safe in Education' (September 2016); 'Guidance for Safer Working Practice for Those Working with Children and Young People in Education Settings' (October 2015) and 'Working Together to Safeguard Children (2015).

This Policy should be read alongside the following related policies:

-SEN Policy

-Child Protection and Safeguarding Policy

Safeguarding Statement

At Eastburn Junior & Infant School we respect and value all children and are committed to providing a caring and safe environment for all our pupils so they can learn in a secure atmosphere. This is the responsibility of every adult employed by or invited to deliver services at Eastburn Junior & Infant School. We recognise our responsibility to safeguard all who access the school, and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

Purpose of the Intimate Care Policy

The purpose of the Intimate Care Policy is to safeguard all parties as well as recognise and assess the needs of the individual child in ways that:

- maintain the dignity of the individual child;
- are sensitive to their needs and preferences;
- maximise safety and comfort;
- protect against intrusion and abuse;
- respect the child's right to give or withdraw their consent;
- encourage all children to care for themselves as much as they are able.

Definition of Intimate Care

Intimate Personal Care includes both hands-on support for personal hygiene, and physical presence or observation during such activities. Intimate personal care tasks can include:

- body bathing other than to arms, face and legs below the knee;
- toileting, wiping and care in the genital and anal areas;
- dressing and undressing;
- application of medical treatment, other than to arms, face and legs;
- support with the changing of sanitary protection.

Scope of policy

This policy applies to all staff undertaking personal care tasks with children but particularly to those who are in the Early Years Foundation Stage. The normal range of development for this group of children indicates that they may not be fully toilet trained. For various reasons it may be that some have not even commenced toileting training at this age. In addition, there are other vulnerable groups of children and young people who may require support with personal care on either a short-term, longer-term or permanent basis due to SEND, medical needs or a temporary impairment.

This could include

- children and young people who have limbs in plaster;
- children and young people needing wheelchair support;
- children and young people with pervasive medical conditions.

Toilet Training

Starting school has always been an important and potentially challenging time for children. It is also a time of very rapid developmental change. As with all developmental milestones in the Early Years Foundation Stage, there is a wide variation in the time at which children master the skills involved in being **fully** toilet trained. For a variety of reasons children in the EYFS may:

- be fully toilet trained across all settings;
- have been fully toilet trained but regress for a little while in response to stress and excitement;
- be fully toilet trained at home but prone to accidents in new settings;
- be on the point of being toilet trained but require reminders and encouragement;
- not have been toilet trained at all but have serious disability or learning difficulties;
- have delayed onset of full toilet training in line with other developmental delays but will probably master these skills during the Foundation Stage;
- have SEND and might require help (during the Foundation Stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

At Eastburn we will admit children who are not yet toilet trained, but parents are encouraged to train their child at home as part of their daily routine. School will reinforce these routines whilst avoiding any unnecessary physical contact.

Partnership with parents

Working in partnership with parents is an important principal at Eastburn and is particularly important in relation to young children. Much of the information required by school to make the process of intimate care as comfortable as possible is available from the parents/carers. Regular consultation and information sharing remains an essential feature of this partnership.

Before a child starts in our Reception Class, our Foundation Stage practitioners will discuss the child's toileting and self-care needs with the parents/carers. Where children have not achieved full toilet training at home the practitioner must discuss with parents/carers any possible developmental delay. In some cases this may lead to us involving other agencies such as the School Nurse to help us to identify and meet any additional needs the child may have.

Intimate Care Agreement and Plan

At Eastburn we require that an individual Intimate Care Plan be created, and permission given by the parent/carer, for any pupil beyond Reception Class with intimate care needs. Since it is common for our youngest children to need occasional intimate care, when any child enters Reception Class, his/her parents will be asked to read and sign a standard Intimate Care Agreement regardless of toileting needs.

Safeguarding

Safeguarding is an essential part of intimate care. Practitioners who are going to provide intimate care or to change a child must inform the teacher or another member of staff that they are going to do this. Whilst there is no requirement that two adults be present, practitioners have a right to withdraw from providing intimate care by themselves and may opt for a second person to be there, whilst also keeping the child's dignity in mind.

Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be named staff members known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged, while at the same time guarding against the care being carried out by a succession of completely different staff.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's comfort is maximised. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed as detailed in the Child Protection / Safeguarding policy.

Health and Safety

The provider must promote the good health of children attending the setting and take necessary steps to prevent the spread of infection, and take appropriate action if children are ill or infectious (Early Years Foundation Stage Statutory Framework p.21, 2012)

To protect the health and safety of both children and staff, precautions will apply for nappy, pull ups, changing of clothes and intimate care. These precautions include:

- staff to wear fresh disposable aprons and gloves while changing a child;
- soiled nappies/pull ups securely wrapped and disposed of appropriately;
- soiled clothes securely wrapped and handed to parent/carer when they collect the child;
- changing area/toilet to be left clean.

Facilities and resources

Suitable hygienic changing facilities for changing children and young people are provided within school. For all children in school the changing facility is located in the Disabled Toilet room.

Whenever possible it is recommended that:

- mobile children are changed standing up;
- if this is not possible, staff should change a child on a purpose-built changing bed;

In practical terms, toileting issues require the provision of;

- hot running water and antibacterial soap
- toilet rolls
- antiseptic cleanser
- sterilising fluid

- bowl/bucket
- paper towels
- disposable aprons and gloves
- nappy bags
- bin
- a supply of spare underwear and wipes
- spare clothes

Appendix 1

Intimate Care Procedure (all members of staff to read and sign)

Staff should take care (both verbally and in terms of their body language) to ensure that the child is never made to feel insecure. Best practice should be followed by all those involved with intimate care by following the procedures and protocols listed below and seeking clarity when required from the SENCo or EYFS Lead.

Practitioners agree to

- be fully aware of the Intimate Care Policy;
- recognise that for most children, achieving continence is one of many developmental milestones;
- work in partnership with parents/carers;
- where children require an 'Intimate Care Plan', follow the procedure for personal care/toileting;
- respect each child's dignity;
- view 'changing' time as a positive learning experience.

During Intimate Care:

- speak to the child personally by name so that she/he is aware of being the focus of the activity;
- give explanations of what is happening in a straightforward and reassuring way;
- where possible encourage the child to attempt to wash/wipe private parts themselves;
- use the facilities and changing rooms that provide modesty (Disabled Toilet);
- respect the child's right to withdraw from intimate care;
- keep records, noting responses to intimate care and changes in behaviour on CPOMS.

I understand the procedure for Intimate Care and have fully read the policy.

Name

Date

Signature

Appendix 2

EYFS Intimate Care Agreement

Early Years is a time of very rapid developmental change for all children. During this time children may not have mastered their toileting needs and may need assistance in going to the toilet, have occasional accidents or not be toilet trained. To enable practitioners to provide intimate care in cleaning and changing your child we require your agreement.

Parents/ Carers

- accept the procedures for toileting and changing at Eastburn, including cleaning genital and anal areas if necessary (see policy for further details);
- will be proactive in toilet training their child and encourage them to take responsibility for their own self-care;
- will ensure that the child is clean each day before coming to school;
- will provide a change of clothes, including nappies if necessary;
- will inform school should the child have any marks/rashes;
- will encourage the child's participation in toileting procedures wherever possible;
- agree that the school may discuss possible delayed development with School Nurse;
- accept that a child may refuse intimate care from practitioners and that in these instances parents/carers are required to come to school to provide care.

The school undertakes to:

- change the child (as soon as staff are aware) should they soil themselves or become wet;
- report to a Designated Safeguarding Lead should the child be distressed or if marks/ rashes are seen;
- review arrangements, in discussion with parents/ carers, should this be necessary;
- encourage the child's participation in toileting procedures wherever possible;
- take the appropriate action to respect the practices of the family.

Child's Name

Parent's Name

I agree to work with school and give permission for intimate care.

Signed

Appendix 3

Record of Intimate Care Intervention

Child's Name:

Class/ Year Group:

Date	Time	Procedure	Staff Signature	Second Signature

Record of Intimate Care Intervention

Reception Class:

Child's name	Date	Time	Procedure	Staff Signature	Second Signature

Intimate Care Plan – Eastburn Junior & Infant School

Child's Name		Class/ Year Group	
DOB		Male/Female (delete as appropriate)	

Home Address	
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Medical Needs	
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List of Agreed Carers	
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Resources	
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Soiled/Wet Clothes	
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Other Arrangements	
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This form must be completed by the parent/carer and a member of staff. A copy of the completed form is given to the parent/carer. The original is to be filed in both the Medical File in the Staffroom and the Medical Forms in the Classroom.

I agree that my child should be assisted with toileting or changing as described above:

Signed (Parent/Carer): _____ Date: _____

Signed (Staff Member): _____ Date: _____