

Homefields Primary School

Intimate Care Policy



2021-2022

Date of policy publication: **March 2022**

Author/s of policy: **Homefields Primary School**

Date of last review: **August 2019** Date of next review: **October 2024**

Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented	Approved by HT
March 2022	D.Rollerson	To reflect changes to parents being asked to support the intimate care plan and to come and help clean a child if they are too soiled to be cleaned at school.	October 2021	S.Coleman

Non -Statutory Policy

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Aims

At Homefields Primary we take pride in the care offered to all children and are committed to safeguarding and promoting the welfare of children. Children requiring intimate care will be treated respectfully at all times.

Legislation

This policy supports the safeguarding and welfare requirements of the statutory framework for the Early Years Foundation Stage (September 2021).

Intimate Care

This covers any care which involves washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene including toileting, washing and dressing.

Examples include:

Support with dressing and undressing (underwear) changing pull ups, nappies, helping someone use the toilet or washing/cleaning intimate parts of the body. Some children including disabled pupils may be unable to meet their own care needs for a variety of reasons and will require regular support.

1. The governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.
2. We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.
3. Staff will work in close partnership with parents and carers to provide care appropriate to the needs of the individual children. They will share information, set out care plans if required and provide continuity of care. Parents may be asked to support their child's care plan.

4. It is generally expected that most children will be toilet trained and out of nappies before they begin at school or Nursery. It is inevitable that children do have accidents and need to be attended to. In addition to this, children with disabilities and medical conditions often require adult assistance for their personal and intimate care needs.

5. We encourage all children to be independent and always encourage children to become aware of their bodily needs and respond to them in time, by going to the toilet when needed. As children progress through the school they are encouraged to use the toilet during break times. The school undertakes to attempt to support any training programme requested by a child's GP or parent.

6. Permission is sought from parents, in the form of a written consent letter, before the children start Nursery or Reception. This permission is to give staff the authority from parents to work with children that require support changing. These will be kept on file and all Foundation Stage Staff are informed of any children where no permission is given.

7. The Foundation stage keep a small stock of spare clothes in various sizes.

8. Nursery children are requested to keep a bag at school, with a change of clothing, wipes and a bag to put the soiled clothes in.

9. When starting Reception, if children are recognised by parents to have toileting issues, they will also be asked to keep a bag at school with spare clothes, wipes and a bag to take home soiled clothing.

10. All accidents will be reported to parents/carers via a note and or verbally.

Best Practice

1. When intimate care is given, the member of staff explains fully to the child each task that is being carried out, and the reasons for it. Staff encourage children to do as much for themselves as they can. Staff may help children to remove their wet/soiled clothes, clean skin (this usually includes bottom, genitalia, legs, feet) and dress children in their own spare clothes or those provided by school.
2. Where a child is so soiled that wet wipes will not adequately clean the area. parents will be phoned to take their child home and clean them.
3. Where appropriate staff will change children from their class or their key children, however this is not always convenient.
4. At all times staff will pay attention to the level of distress and comfort of the child. If the child is too distressed to be changed by a member of staff then the parent/ carer will be phoned. If the child is ill, the member of staff will telephone the parent/carers.

4. In the event a child is reluctant and finally refuses the parent/carer will be contacted immediately.
5. No child will be left in wet/soiled clothing, as soon as a member of staff is aware of the situation, the child is cleaned.
6. A positive approach will be taken at all times. Positive encouragement and praise in mastering the necessary skills is given to all children.
7. Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures.
8. Where possible one pupil will be cared for by one adult unless there is a reason for having two adults present, in such cases the reasons will be recorded.
9. During above procedures, a second member of staff will be available in the environment and be within hearing range.
10. No student/volunteer or work experience will undertake any intimate care.
11. All staff will follow the safeguarding procedures set out by the school.

Safeguarding and Welfare Procedures

1. Staff are fully informed and trained about safeguarding procedures. If a member of staff is concerned about any physical changes to a child, such as marks, bruises, soreness etc. they must inform the safe guarding lead immediately (Head Teacher). The safeguarding policy will then be implemented.
2. If a child becomes unhappy about being cared for by a particular member of staff, the matter will be investigated at an appropriate level and recorded. Outcomes will be discussed with the child's parents/carers. If necessary outside agencies will be contacted.
3. If a child makes an allegation about a member of staff, this will be investigated in accordance with the agreed safeguarding procedures.

INTIMATE CARE POLICY FOR EARLY YEARS FOUNDATION STAGE

Title of person responsible for latest policy: D. Rollerson

Policy ratified and effective from: August 2019

Policy reviewed and agreed by head teacher: March 2022

Proposed review date: March 2024

**Early Years Foundation Stage
Permission Form for Intimate Care**

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task, if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will then be asked to attend without delay.

Homefields Primary School has an Intimate Care Policy which is available to view on the Homefields Primary School Website.

Please fill out the permission slip below stating your preference.

Intimate Care permission letter

There may be times during the day when your child will require a member of staff to help them with an aspect of intimate care. For example, changing wet or dirty clothes or helping your child to clean themselves properly after going to the toilet. Where possible we will encourage your child to do as much of the cleaning and changing as possible.

This is a normal part of our duty of care but we do need permission from the child's parents/carers in order to do this. Therefore, please can you fill in the slip below by ticking the appropriate box and return to a member of staff prior to your child starting nursery?

Thank you,

The FS Team

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Name of child

I **do** give permission for staff to carry out aspects of intimate care for my child.

I **do not** give permission for staff to carry out aspects of intimate care for my child. I would prefer to be phoned so I can come to clean and change my child.

Signed (relationship to child)

Print name.....

Date