



## INTIMATE CARE POLICY – EARLY YEARS

POLICY CONTROL	
Responsible Governor/Committee:	Premises, Health & Safety
Approved by Governors:	Spring 2023
Review Date:	Spring 2026

### 'Love your neighbour as yourself'

Parable of the Good Samaritan Luke 10:25-37

Our school policies are written with the objective of realising our vision:

**As we journey together, we learn to live as good neighbours, demonstrating love, compassion, dignity and respect to all in our communities.**

**Through this we aspire to become global citizens, courageous advocates and people of wisdom and integrity.**

**We look towards the parable of the Good Samaritan as our guide.**

A school where all **children** are **valued**, where they **feel safe**, are **happy** and **learn well**. We want our school to have a warm friendly atmosphere, which supports families, builds relationships and sets children up for a life of learning. We want our Christian values to guide our pupils along the right path and help them to achieve fulfilling and happy lives.

## OUR SCHOOL VALUES

Adderley and Moreton Say Church of England Primary Schools values:

**Respect** □ **Hopefulness** □ **Kindness** □ **Courage** □ **Integrity** □ **Curiosity**

**ADDERLEY AND MORETON SAY CE PRIMARY SCHOOLS  
INTIMATE CARE POLICY**

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1. Parental engagement
2. **[Updated]** Safeguarding procedures
3. Monitoring and review

**Appendices**

- a) Intimate Care Parental Consent Form
- b) Toilet Introduction Procedures

**Statement of intent**

Starting nursery or school has always been an important and potentially challenging transition as children become used to their new environment and the adults and other children. It is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons young children in the EY FS may:

- not be fully toilet trained across all settings
- have been fully toilet trained but regress for a little while
- 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 be toilet trained at all but likely to respond quickly to a well-structured toilet training programme
- be fully toilet trained but have a serious disability or learning difficulty
- have delayed onset of full toilet training in line with other developmental delays but will probably master these skills during foundation stage
- hHave a CND and might require help (during the foundation stage and beyond) with all or some aspects of personal care such as washing, dressing or toileting.

The overall aim is to ensure that every child feels comfortable, safe and cared for during a change of nappy or pullups and or clothing. All staff will follow our procedure which will respect the child and their feelings and fears.

AddMore Federation 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.

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- 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.

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**1. Legal framework**

- 1.1. This policy has due regard to the relevant legislation, 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)
- 1.2. This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:
- DfE (2022) 'Keeping children safe in education'

**2. What is intimate care?**

- 2.1. 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.
- 2.2. Intimate care includes the following:
- 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 (including nappy changing), wiping and care in the genital and anal areas
  - Dressing and undressing

**3. Roles and responsibilities**

- 3.1. The headteacher is 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, as necessary, following

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discussions with the parent and the child and with input from the SENCO.

- 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 Policy.

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

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.
- Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.

3.3. 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.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.
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**4. Procedures for intimate care**

- 4.1. Staff will only be required to administer intimate care if it is listed in their job description or contract of employment.
- 4.2. Staff who provide intimate care will have a list of personalised changing times for the children in their care who need them, which will be adhered to at all times and will be shared with parents daily.
- 4.3. 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.
- 4.4. Each child using nappies will have a clearly labelled box or bag allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.

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- 4.5. Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using disposable blue roll paper and soap and hot water.
- 4.6. The changing area is private from others.
- 4.7. 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 using disposable blue roll paper, soap and hot water and spraying with sanitizer spray.
- 4.8. The changing area has soap, a hot air dryer and paper towels available for members of staff to dry their hands.
- 4.9. Any soiled clothing will be placed in a tied double plastic bag in the child's personal box/bag and will be returned to parents at the end of the school day.
- 4.10. Any used nappies will be placed in a tied double plastic bag and disposed of in accordance with the school's Health and Safety Policy.
- 4.11. Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Health and Safety Policy.
- 4.12. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
- 4.13. 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.
- 4.14. 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.
- 4.15. 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.

## **5. Parental engagement**

- 5.1. The school will liaise closely with parents to establish individual intimate care programmes for each child which will set out the following:
  - What care is required
  - Number of staff needed to carry out the care
  - Any additional equipment needed

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- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
  - The child's level of ability, i.e. what procedures of intimate care the child can do themselves
  - Any adjustments necessary in respect to cultural or religious views
  - The procedure for monitoring and reviewing the intimate care plan
- 5.2. The information concerning the child's intimate care plan will be stored confidentially in the school office.
- 5.3. The parents of the child are required to sign the Intimate Care Parental Consent Form to provide their agreement to the plan.
- 5.4. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written intimate care plan.
- 5.5. Parents will be asked to supply the following items for their child's individual storage box/bag:
- Spare nappies
  - Wipes, creams, nappy sacks, etc.
  - Spare clothing
  - Spare underwear
  - Training seat for the toilet (if needed)

**6. Safeguarding procedures**

- 6.1. The school adopts rigorous safeguarding procedures in accordance with the Safeguarding Child Protection Policy and will apply these requirements to the intimate care procedures.
- 6.2. 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.
- 6.3. 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.
- 6.4. All members of staff will receive safeguarding training on an Tri-annual basis, and receive child protection and safeguarding updates during the September PD and as required.



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- 6.5. 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 Designated Safeguarding Lead (DSL) in accordance with the schools' Keeping Children Safe in Education (KCSiE) policies.
- 6.6. Any concerns about the correct safeguarding of children will be dealt with in accordance with the schools' Keeping Children Safe in Education (KCSiE) policies Monitoring and review
- 6.7. This policy will be reviewed regularly by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.
- 6.8. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

**7. Monitoring and review**

This policy will be reviewed annually by the Executive Headteacher and DS and/ or Deputy Safeguarding Leads, who will make any changes necessary and communicate these to all members of staff and Tri-Annually by Governors.

The next scheduled review date is Summer 2026.

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



## Intimate Care Parental Consent Form

This form is to be completed by EYFS staff and signed by parents.

<b>Name of child:</b>		<b>Date of birth:</b>	
<b>Name of class teacher:</b>		<b>Class:</b>	

**Care requirements, including frequency:**

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

**Name of Early Years staff members:**

**Where will the intimate care be carried out?**

**What equipment/resources will be required?**

**What infection control procedures are in place?**

**What disposal procedures are in place?**



**What actions will be taken if any concerns arise?**

**What do parents need to provide?**

**What are the reporting procedures for parents?**

I agree to the intimate care plan outlined above:

<b>Signature of parent:</b>		<b>Date:</b>	
<b>Signature of EYFS staff member:</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

During these stages, members of staff will assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

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
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually 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

**TOILETING and NAPPY CHANGING RECORD**

NAME OF CHILD: \_\_\_\_\_

DATE	TIME	OBSERVATIONS / COMMENTS	STAFF NAME	SIGNATURE

**NAPPY CHANGING GUIDANCE:**

1. Put on gloves and get nappies, nappy sacks and wipes ready.
2. Remove the nappy and clean the child.
3. Put nappy, wipes and gloves into a nappy sack.
4. Place the nappy sack into the nappy bin.
5. Wipe child's and adult's hands using a wipe and place wipe in the bin.
6. Put the child in a clean nappy.
7. Dress the child.
8. Child and adult to wash hands for at least 20 seconds using soap and water.
9. Spray the changing mat/table using sanitizer spray. Leave for 2 minutes and then wipe off using a blue paper towel roll.
10. Record the child's details on this record.

**NAPPY CHANGING PROCEDURES:**

A child must be changed promptly. Staff must wear a new set of disposable gloves on both hands and a disposable apron for each child.

**RESOURCES NEEDED:**

Changing mat, disposable aprons, disposable gloves, disinfectant spray, blue towel roll, wipes, waste bin.