



Kilnhurst St Thomas' C of E Primary Academy

INTIMATE CARE POLICY

Date of Policy: September 2023
Date of Policy Review: September 2024



Intimate Care Policy

This policy has been devised in response to the increasing number of children entering the Early Years Foundation Stage not toilet trained.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that the EYFS team are on hand to offer advice on how to toilet train and are put into contact with relevant support if required. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

Introduction

St. Thomas' Church of England Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure.

Procedure

- Home/school agreement to be signed by parents of children who require a personal care plan.
- Parents will be responsible for providing all nappies, wipes, and any cream needed.
- Only employed St. Thomas' C of E Academy Staff are responsible for changing children.
- A child will be taken to the toilet area to be changed.
- They will be encouraged to lie down on a changing mat.
- All staff will wash their hands prior to changing a child.
- Staff member will notify another staff member that they are changing a child.
- Disposable gloves and aprons will be worn by staff when changing a nappy and / or clothing.
- Soiled nappies, gloves and aprons will be disposed of in a nappy sack and placed in an appropriate nappy disposal unit.
- A child's clothing will be placed into a plastic bag to be taken home and spare clothes will be worn. If spare clothes have been provided by school, they are to be washed by parents and returned to school.
- The changing mat will be wiped down with an antibacterial wipe.
- A record of all nappy / clothing changes will be kept in the Foundation Stage classes.

The Protection of Children

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

Monitoring and review

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.



EYFS Intimate Care Policy

Home – School Partnership Agreement

All are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream required.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent / Guardian:

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to school.
- ✓ I agree to provide the school with spare nappies, wipes and a change of clothing.
- ✓ I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
- ✓ I agree to inform the school should my child have any marks or a rash.
- ✓ I agree to encourage my child's participation in toileting procedures wherever possible.
- ✓ I agree to review the arrangements, in discussion with the school, should this be necessary.

The school:

- ✓ We agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- ✓ We agree to monitor the number of times the child is changed.
- ✓ We agree to report should the child become distressed, or if marks or rashes are seen.
- ✓ We agree to encourage the child's participation in toileting procedures wherever possible.
- ✓ We agree to review the arrangements, in discussion with parents, should this be necessary.
- ✓ We agree to take the appropriate action to respect the cultural practices of the family.

Child's Name _____

Signed _____ Parent/Guardian

Date _____

Permission for school to provide intimate care

Child's Full Name	
Male / Female	
Date of Birth	
Parent / Carer's Full Name	

I understand that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting.

I will advise the class teacher of any medical complaint my child may have which affects issues of intimate care.

Signed _____

Full Name _____

Relationship to Child _____

Date _____