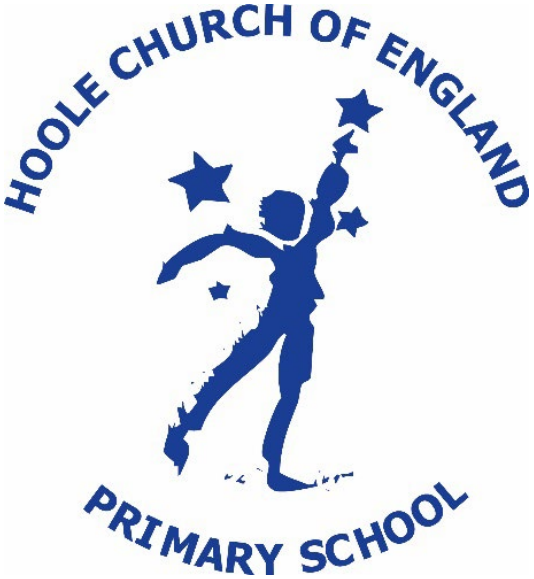


EYFS Intimate Care Policy

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Vision & Values

Vision Statement

Let your light shine.

Access and ambition for all to enjoy life in all its fullness.

Foundational Scripture

Matthew 5: 16 In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.

Our school values are rooted in the Sermon on the Mount and are the basis of all relationships, decisions and direction of our school.

School Values

Our school values are at the heart of our everything we do in school. We aim to provide high quality learning opportunities which help foster these values within children. Our values are:

Friendship
Thankfulness
Hope
Unity
Compassion
Forgiveness
Justice
Endurance
Trust

At Hoole Church of England Primary School, we aim to help children become:

- **Enthusiastic, curious, independent thinkers** – **motivated, reflective and resilient learners** who persevere when faced with challenges and who celebrate their achievements and those of their friends;
- **Respectful, compassionate and kind friends** who are able to work with others, forgive, trust, support and communicate with others;
- **Confident, thankful individuals** who understand their own worth; how to stay safe and healthy and how to manage feelings and relationships;
- **Tolerant and responsible citizens** who show respect for others, and a commitment to appreciate and contribute positively to the world around them.

Statement of intent

Hoole CE Primary School 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.
- 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.

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 (2020) '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:

- Helping a child with eating and drinking for reasons of illness or disability
- 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, 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 following discussions with the parent and the child, 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 Procedures 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.

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.

4. Procedures for intimate care

4.1. Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents daily.

4.2. 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.

4.3. Each child using nappies / pull ups will have a changing bag provided by parents including all the resources required to support the intimate care. Children will be encouraged to wear pull ups as a minimum to encourage the toilet training process.

4.4. Before changing a child's pull up, members of staff will put on disposable gloves, masks and aprons.

4.5. The child will be supported to change in the Early Years toilets unless soiled when will be taken to the schools medical room, located closely to the Early Years environment.

4.6. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy / pull up; the changing area will also be cleaned appropriately after use using disposable paper towels and cleaning spray.

4.7. The Early Years toilets and medical room has paper towels available for members of staff to dry their hands.

4.8. Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to parents at the end of the school day. If underwear is heavily soiled, underwear will be disposed of in a lidded bin.

4.9. Any used nappies or pull ups will be placed in a tied plastic bag and disposed of in a nappy waste disposal.

4.10. 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.

4.11. 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.

4.12. 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.

4.13. Children will be reminded and encouraged to wash their hands and use hand gel as a minimum 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
- 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 on Staff Share, and only the parents and the Early Years Team responsible for carrying out the child's intimate care will have access to the information.

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. Member of the Early Years Team will support children if they have wet / soiled due to forgetting / not realising and this is out of character.

5.5. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents.

5.6. Parents will be asked to supply the following items for their child's individual storage box:

- Spare nappies / pull ups
- Wipes, creams, nappy sacks, etc.
- Spare clothing
- Spare underwear

6. Safeguarding procedures

6.1. The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

6.2. Intimate care is classified as regulated activity; therefore, 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. All members of staff will receive safeguarding training and receive child protection and safeguarding updates as required.

6.4. 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.

6.5. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy.

7. Monitoring and review

7.1. This policy will be reviewed annually by the Headteacher, Inclusion Manager and Early Years Phase Leader, who will make any changes necessary and communicate these to all members of staff.

7.2. The next scheduled review date is September 2027.

7.3. 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 the EYFS Phase Leader and signed by parents.

Name of child:		**Date of birth:**	
Name of class teacher:		**Class:**	
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 staff member:	
Name of staff member (in the above staff member's absence):	
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 have read the **Early Years Intimate Care Policy** provided by Hoole CE Primary and I agree to the intimate care plan outlined above:

Signature of parent:		**Date:**	
Signature of EYFS Phase Leader:		**Date:**	

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 an agreed period 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

Record of Intimate Care

Pupil's name:	Class/year group:
Name of support staff:	
Date:	Review date:

Date	Time	Procedure	Staff signature	Second signature