

Intimate Care Policy. Early Years Toileting and Intimate care Policy

**Related policies: Intimate Care Policy, Safeguarding & Child Protection, Health and Safety, All SEND and Inclusion Policies**

This Policy is written in line with the current guidance for the Early Years Foundation Stage (EYFS framework 2017) The following areas of guidance from this framework apply:

* every child is a **unique child**, who is constantly learning and can be resilient, capable, confident and self-assured
* children learn to be strong and independent through **positive relationships**
* children learn and develop well in **enabling environments**, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and/or carers
* **children develop and learn in different ways and at different rates**. The framework covers the education and care of all children in early years provision, including children with special educational needs and disabilities.
1. **Introduction**

Intimate care is part of a staff members day to day duty of care to the children in the Early Years at Garden City Academy. Intimate care tasks that may be carried out by staff at Garden City Academy include:

* Helping children to dress and undress when using the toilet or when changing for PE/ wet weather or after particularly messy activities
* Helping a child to use the potty or toilet
* Changing nappies
* Changing a child who has wet or soiled themselves
* Cleaning/ wiping/ washing intimate parts of the body for hygiene reasons
* Application of medical treatment to areas other than arms, face and legs below the knee

\*In the case of a specific medical or other procedure for an individual child only staff that have been suitably trained and assessed as competent should undertake the procedure.

The issue of intimate care is a sensitive one and requires staff to be respectful of the child’s needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks/ treatments can be open to misinterpretation. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. The following policy is a model based on best practice.

**2. Aims and Objectives**

Garden City 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 when intimate care is given. No child should be attended to in a way that causes distress or pain. This policy aims to:

* safeguard the rights and promote the welfare of children
* provide guidance and reassurance to staff whose role includes carrying out intimate care
* assure parents that staff are knowledgeable about personal care at Garde City Academy and that their individual concerns are taken into account
* ensure that no child is discriminated against and that all children are included in activities regardless of their ability to manage their own intimate care.

**2. Our approach to ‘best practice’**

* Pupils who require regular assistance with intimate care will have individual health care or education plans or an intimate care plan **(Appendix 1)** agreed and signed by staff, parents/ carers and any other professionals actively involved. This plan will outline who may be responsible in school for changing the child, and where and when this will be carried out. The plan should also involve staff agreeing with the parents/carers and pupil , the appropriate terminology for private parts of the body and for bodily functions and this information should be recorded in the plan. This agreement allows school and parents to be aware of all issues surrounding the task from the outset. The plan should be reviewed as and when necessary.
* Where an individual pupil requires regular intimate care, parents/carers will be expected to provide nappies, wipes and spare changes of clothes for their child each day. These should be stored in a named bag that is kept on the child’s peg.
* Where an individual plan is not in place, parents/ carers will be informed the same day if their child has needed help with meeting intimate care needs. It is recommended practice that this information be treated as confidential and communicated in person where possible or otherwise by telephone.
* Accurate records will be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times, who was present, what intimate care was provided and any other relevant comments. **(Appendix 2)**
* All Early Years pupils will be supported to achieve the highest level of autonomy that is possible given their age, understanding and physical ability. Staff will encourage all children to do as much for themselves as possible.
* There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding, staff must seek their permission before beginning an intimate procedure. Staff who provide intimate care should speak to the child personally by name, explain what they are doing and communicate with them in a way that reflects their age.
* An individual member of staff must inform another appropriate adult when they are going to assist a pupil with intimate care. Intimate care should ideally be undertaken with a minimum of two adults in attendance to safeguard both adults and the child. Where this is not possible, the member of staff conducting the intimate care should inform another adult of the assistance they are providing, where they are providing it and ensure that the door to this space is left open.
* Within the Nursery classroom all intimate care procedures will take place within the children’s toilet area or if changing a nappy, staff must use the nappy shelf in the disabled toilet area. If a child in the Reception classroom who wears nappies cannot be changed within the classroom toilet area (when soiled for example), they will be changed on the changing shelf in the main school disabled toilet (two members of staff must always be present if this is the case).
* The religious views, beliefs and cultural values of the children and their families should be taken into account, particularly as they might affect certain practices.
* Adults who assist pupils with intimate care will always only be employees of the school ( not students or volunteers) who have been through rigorous safer recruitment and enhanced DBS checks.
* All staff involved in intimate care should be aware of the schools confidentially policy. Sensitive information regarding intimate care must only be shared with those who need to know.

**3. The Protection of Children**

All staff involved in carrying out intimate care procedures at Garden City Academy will have up to date safeguarding training to at least Level 1. Staff will also be required to have read ad understood this policy and the procedures for dealing with intimate care of children in the Early Years.

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child’s physical changes (bruises, marks etc) they will immediately report concerns as per school procedures.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child’s needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this in accordance with the school’s child protection procedures and staff whistle blowing policy.

**4. Toilet Training:**

Starting at Garden City Academy staff are understanding of the challenging time for both children and their parents in a new setting. It is 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 span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting;

* fully toilet trained
* fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
* fully toilet trained at home but have accidents in the setting, or vice versa
* nearly toilet trained but needing some reminders and encouragement
* not yet toilet trained but respond well to a structured toilet training process (Staff will work with parents to advise and arrange this ensuring that there is consistency and support between home and school).
* fully toilet trained but with a SEND need which means they need a higher level of support with their intimate care

**5. Health & Safety Guidance**

Staff should always wear an apron and gloves when dealing with a child who is soiled or when changing a nappy. There should also be the provision of hot running water and soap (antibacterial where possible), toilet rolls, paper towels and antibacterial spray. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected as part of the usual refuse collections. It is not classed as clinical waste.

Staff should adhere to safe moving and handling/ safe lifting procedures if changing pupils’ nappies on a changing shelf.

**6. Special Needs**

Children with special needs have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with special needs should be actively sought when drawing up or reviewing a care plan.

**7. Physical Contact**

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact.

Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny.

The expectation is that when staff make physical contact with pupils it will be:

* For the least amount of time necessary (limited touch)
* Appropriate, given their age, stage of development and background
* In response to the pupil’s needs at the time
* Arrangements must be understood and agreed by all concerned, justified in terms of the child’s needs and consistently applied and open to scrutiny.
* Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.
* Extra caution may be needed where a child has previously suffered abuse or neglect. This may lead to staff being vulnerable to allegations of abuse.
* Many such children are needy and seek out inappropriate physical contact. In such circumstances staff should deter the child, seek witnesses and document and report the incident.

Updated by Dianne Kane

EYFS Leader

October 2019

Ratified by Governors:

Review date: October 2020

**Appendix1:**

**Garden City Academy**

**Intimate Care Plan**

|  |  |
| --- | --- |
| Child’s Name: | Date: |
| Adults Responsible for Care: |
| Main areas of need:*
*
 |
| Nappy Changing/ Toileting plan:Exact terminology used for private parts and bodily functions if specific to the child:  |
| Dressing/undressing plan: |
| Medical plan: |
| This plan was written by on :Child’s views were sought for this plan on (if not, why not) Signed………………………………… Date……………………… (Staff Member) Signed………………………………… Date………………………. (Parent/ Carer) |

**Appendix 2:**

 **Garden City Academy Pupil Intimate Care Record**

Class:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Time | Procedure carried out | Signature of staff member who carried out the procedure | Signature of staff member who witnessed the procedure | Any other Relevant Comments |
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