



Holy Trinity
CE Primary School

Early Years Foundation Intimate Care Policy

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Date of Review:



INTENT

This policy is part of a portfolio of policies associated with 'Safeguarding' and must therefore, be read in conjunction with the other policies. All policies are available on our school website or in school.

This policy complies with the Department for Education (DfE) statutory safeguarding guidance:

- Keeping Children Safe in Education
- Early Years Foundation Stage (EYFS) statutory framework

AIMS

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, privacy, rights and wellbeing of every child are safeguarded
- Pupils who require intimate care are not discriminated against, in line with the Equality Act 2010
- Parents/carers are assured that staff are knowledgeable about intimate care and that the needs of their child are considered.
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved. Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Role of parents/carers

Seeking parental permission

For children who need routine intimate care (e.g. for nappy changes or toileting accidents), parents will be asked to:

- Sign a consent form
- Provide an adequate supply of necessary items (e.g. nappies, nappy bags, wipes, changes of clothing)

Parental permission for these arrangements is sought and signed for to agree consent using Template 'A'.

For children whose needs are more complex or who need particular support outside of what's covered in the consent form, an intimate care plan will be created in discussion with parents/carers.

Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child and any relevant health professionals. The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

The plan will be reviewed once a year, even if no changes are necessary, and updated whenever there are changes to a pupil's needs.

(See Template 'B' for a template plan)

Role of staff

Which staff will be responsible

Any roles who may carry out intimate care will have this set out in their contract or job description. This includes the child's teacher and the teaching assistants who work closely with the child.

No other staff members can be required to provide intimate care.

All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

The headteacher will:

- Oversee the implementation of this policy
- Ensure staff receive appropriate training and support
- Oversee the development of individual intimate care plans
- Act as a point of contact for parents/carers/staff regarding intimate care concerns

How staff will be trained

Staff will receive:

- Regular safeguarding training
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible

They will be familiar with:

- The control measures set out in risk assessments carried out by the school
- Hygiene and health and safety procedures

They will also be encouraged to seek further advice as needed.

Intimate care procedures

During nappy changes, toileting and any intimate care procedure, all staff will balance children's privacy with safeguarding and support needs.

Staffing

All members of staff performing intimate care procedures have an enhanced DBS with barred list check.

In cases where a pupil needs regular intimate care, where possible, the same member of staff will assist the same pupil each time they need support.

In general, 1 member of staff will be present with each child, except for circumstances where:

- 2 members of staff are needed to: Safely handle a child who needs to be assisted using equipment such as a hoist
- There is a known risk of false allegations by the pupil

At Holy Trinity Early Years Foundation Stage Unit, male members of staff may be allocated to change female pupils or vice versa. The decision to allocate a member of staff of a different gender to the pupil will be discussed with the parents/carers and pupil, if appropriate.

Arrangements

Procedures will be carried out in our designated changing area or toilet cubicle.

Before going to perform intimate care on a child, the member of staff allocated to that child will inform another member of staff of where they are going, and leave doors/curtain open as much as privacy allows. Where possible, they should be within earshot of other members of staff, but the comfort and care of the child should be the priority when choosing a location.

When carrying out procedures, the school will provide staff with:

- Protective gloves and apron
- Cleaning supplies
- Changing Table/Mat
- Double-bagging of soiled items
- Supply of spare clothes
- Antibacterial handwashing facilities

For pupils needing routine intimate care, the school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of necessary resources, such as nappies, underwear and/or a spare set of clothing.

Any soiled clothing will be contained securely, clearly labelled and discreetly returned to parents/carers at the end of the day.

Instances of intimate care are recorded (including, the date/time, staff involved, any relevant observations such as skin integrity (Template C or D) and reported to parents/carers, if appropriate.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

Any concerns about the safety or welfare of a pupil will be reported immediately to the local authority's children's social care team.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the headteacher.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Where the school notices an increasing pattern of soiling instances, it will first hold a meeting with parents/carers and with any other relevant individuals, such as medical professionals involved with the child to discuss why this might be occurring, and how to help the child. If the pattern continues, the school's designated safeguarding lead (DSL) will be notified. If there is other evidence which indicates a safeguarding concern, the DSL may contact the local authority designated officer (LADO), who will consider whether there is a safeguarding issue.

This policy is monitored by the Early Years Leader and will be reviewed annually.

Template A

What is intimate care?

Intimate care is any care that involves supporting a child with personal hygiene, such as toileting, changing clothes or cleaning.

This support may be needed due to a child's age, stage of development, or individual needs.

Our approach

- Treat all children with dignity, respect and sensitivity
- Maintain privacy at all times
- Encourage independence where possible
- Ensure care is carried out by trained staff
- Follow safeguarding procedures at all times

What this may include

- Supporting with toileting
- Changing nappies or pull-ups
- Changing soiled clothing
- Cleaning and washing

Working together

We ask parents/carers to:

- Provide nappies, wipes, nappy bags and spare clothing
- Keep these items topped up
- Inform us of any relevant medical or care needs

Important information

- Care will usually be provided by staff who work closely with your child
- In some circumstances, another appropriate member of staff may provide care
- Staff of any gender may carry out intimate care

Consent

I give permission for my child _____ to receive intimate care when required.

Signed: _____ Parent/Carer

Date _____

Template B – Intimate Care Plan

Child's Name:	Date:
Nominated Staff:	
Main areas of need: - Changing nappy - Wiping bottom - Cleaning After he/she has emptied his/her bowels - Changing his/her clothes - Catheter/Convene	
Detailed Plan: (refer to any toileting plans, dressing or undressing and medical needs)	
This plan was written by on This plan was agreed with parents/carers on The child's views were sought for this plan on (if not state reasons why not)	
Signed (Head teacher) Signed (Staff members – Teacher/TA/Support Staff) Signed Parent/Carer Date Date Date Date Date	

Nappy Changing Log

Date	Time	Child's Name	Staff Member	Type of Change (Wet, Soiled, Any)	Observations (e.g. rash, unusual, both)

Nappy Changing Log - Single Child

[illegible]