



THE ELMS

EST 1614

Early Years and Pre Prep Intimate Care Policy	
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Intimate care policy for Early Years and Pre Prep

Introduction

The Elms 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 special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance. The Elms School has developed this policy in order 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.

This policy should be read in conjunction with the *Safeguarding and Child Protection Policy*, *Health & Safety Policy*, and *Administration of Medication Policy*.

Aims

The toileting and intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all children when using the toilet and for those who need support with personal care, including toileting and continence management. It will also clarify for children and their families the support they can expect from school.

Principles

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 are able to.
- Protect the rights of all others involved.

What Is Intimate Care?

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. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee.
- Application of medical treatment other than to the arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

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 and the EYFS requirements.

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.

A written record will be kept of intimate care provided (where appropriate), including the date, time, staff member involved and any concerns arising from the incident. Parents/carers will be informed in accordance with agreed procedures.

Intimate care will normally be undertaken by one member of staff. However, where a child has complex needs, where a safeguarding concern exists, or where additional support is required, a second member of staff may be present or nearby.

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.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

Intimate Care Plans

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) 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.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

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

School responsibilities

School will work with all children to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

School will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.

School will act according to their safeguarding policy and procedures if there are any concerns for the child's wellbeing.

School will ensure that staff receive:

- Training in the specific types of intimate care they undertake if necessary to care for a child with specific intimate care needs
- 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.

Parent / Carer responsibilities

Parents / Carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.

Parents / Carers are responsible for providing their consent to the school's provision of their child's intimate care.

Consent can be given to the school via this link: <https://forms.office.com/e/iF97nY6Bd0>
Or by using the form at the end of this policy.

Intimate care procedures

- Before changing a child who is wet or soiled, members of staff will put on disposable gloves and aprons.
- The changing areas are comfortable for the children, and are private from others.
- Children's privacy will be respected at all times whilst ensuring appropriate levels of supervision and safeguarding.
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- Any soiled clothing will be placed in a tied plastic bag on the child's peg or in their bag and will be returned to parents/carers at the end of the school day.
- 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.
- Children will be reminded and encouraged to wash their hands after using the toilet/ being changed following the correct procedures for using soap and drying their hands.

Safeguarding Procedures

The Elms School adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the intimate care procedures. The school will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary.

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).

Any concerns about the safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

Monitoring And Review

This policy will be reviewed annually by the Head of Early Years and the Early Years Governor who will make any changes necessary and communicate these to all members of staff.

Appendix 1: Sample Intimate Care Plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

Appendix 2: Intimate Care Consent

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Name of parent/carer	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	☐
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	☐
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	☐
I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact, if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.	☐
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	