



Merridale Primary School

Intimate Care Policy

Policy reviewed by Governors: September 2024

Date for next review: September 2027

All children at Merridale Primary School have the right to be safe and be treated with dignity, respect and privacy at all times. This policy sets out clear principles and guidelines on supporting intimate care, with specific reference to toileting. It should be considered in line with our Safeguarding Policy and Health and Safety Policy. This policy supports the safeguarding and welfare requirements of the Statutory Guidance for the Early Years Foundation Stage 2024 and the Disability Discrimination Act 2005.

Aims:

- Safeguard the dignity, rights, and well-being of children
- Provide guidance and support to staff
- Reassure parents that their children are cared for and protected

Definition of Intimate Care:

‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body’.

Intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use a potty or toilet
- Changing nappies/pull-ups
- Cleaning / wiping / washing intimate parts of the body

Definition of Personal Care:

‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’.

Personal care tasks specifically identified as relevant include:

- Feeding
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet

A child’s intimate and personal care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own care needs should therefore be part of a general approach towards facilitating participation in daily life. Every child is unique and children develop at different rates.

Within this context, it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy. No child will be excluded from participating in our school who may, for any reason, not yet be toilet trained and who may still be wearing nappies/pull ups or equivalent. To facilitate this, work will be carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. Support will be sought from the School Nurse where appropriate. Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support of adults.

Safeguarding

Merridale Primary School is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected. We are committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

- A child will only ever be changed or cleaned by an employed member of staff.
- All school staff have a full current DBS receive safeguarding training.
- Staff undertake to help children to do as much as possible for themselves in order to develop each child's ability to achieve independence.
- Staff receive appropriate training and are provided with facilities and equipment to ensure safety, privacy and dignity.
- An intimate care plan is drawn up for children requiring regular assistance and is planned and agreed in consultation with parents/carers and child. Cream will only be applied when permission has been given by parents/carers.
- Parents of all children in EYFS and the Hive will be asked for consent for adults to support their child in using the toilet, cleaning themselves and changing their clothes.
- Provision is monitored and regularly reviewed to ensure that policy and procedures are adhered to and that children and staff remain comfortable with school's arrangements.
- Consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. If the child needs considerable and direct cleaning two adults should be present during this time, with one overseeing.
- If more care is needed a phone call will be made to parents requesting that they take the child home to be cleaned and monitored and then return them to school later that day if not unwell.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- If a child becomes distressed or unhappy about the care given by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Toileting and Changing Procedures in EYFS and The Hive

Children will be changed in the Nursery toilets. Children wearing pull ups or who have had a toileting accident will be encouraged to do a 'standing or sitting change' and sit on toilet in between staff removing the soiled pull up and putting a new one on. These standing changes are completed in the toilet cubicle. If the child needs to be changed lying down then a changing mat will be used on the floor. Other children will not use the toilet when this is taking place. All staff are familiar with the hygiene procedures and follow them when changing nappies.

- Each child brings their own bag with their nappies or 'pull ups' and changing wipes. The school's policy is for parents and carers to provide pull-ups for school rather than nappies to aid changing children. If a child requires nappies and a lying down change, this will be agreed in advance between the parent/carers and class teacher.
- School has a supply of spare nappies/pull ups and wipes if parents forget to pack supplies in the child's bag
- Children are monitored regularly and will be changed whenever needed if heavily soiled or wet
- Support Staff will usually be responsible for changing nappies/pull-ups/toilet accidents
- Children will be made aware of what is going to happen throughout and spoken to positively throughout changing e.g. I am going to help you to take off your wet trousers, I am going to use toilet roll to wipe your bottom now etc.
- Gloves, masks and aprons are put on before changing starts and the areas are prepared. After use the changing mat or area will be cleaned
- Nappies and pull ups are disposed of hygienically – double-bagged and placed in the bin which is emptied daily
- Where possible staff, will ensure they are in sight of a second member of staff – no doors to be closed. Staff will request the support of a second member of staff when necessary.
- The nappy/pull-up changing log is completed for when each child is changed. Staff members state the child's name, date, time, type of toileting, bowel movement and any additional information necessary. This is signed by the member of staff completing the change.
- Staff must inform parents and record any rashes or concerns (e.g. constipation) noted during the change. Parents will sign next to the log to confirm staff have informed them of any concerns.
- Staff ensure that nappy/pull-up changing is a positive and relaxed experience and a time to promote independence in young children e.g. helping with clothing, wiping
- Children who are undergoing potty training are encouraged to use the toilet at regular intervals
- Good hygiene routines are encouraged, regarding toilet flushing, use of toilet paper and hand washing
- Staff support bottom wiping where needed, in a positive and encouraging way. Staff wear gloves and an apron if necessary.

In exceptional circumstances, the parent/carers may be asked to come into school to help with changing and cleaning. For example, this may be the case if the child is very upset, resisting help from staff or where the level of soiling is very significant or the child is ill.

If a child has an accident and usually wears underwear, staff will support them in changing themselves. The child will get changed inside a toilet cubicle to protect their dignity with the member of staff handing them their clean clothing. They will be encouraged to wipe themselves using toilet roll or wet wipes and adults will only support where necessary. Staff will place soiled clothes in a nappy sack which will be sent home that day. The main toilet door to the classrooms will be left open to enable a second member of staff to be in sight of the adult supporting the change.

Children with identified SEND or those who require continued support in intimate care will have an individual care plan detailing how school will facilitate this.

Monitoring, evaluation and review

The school will review this policy regularly and assess its implementation and effectiveness. The policy will be shared with EYFS staff and staff in the Hive and implemented throughout school where necessary.

EYFS Intimate Care Record/Changing log

[illegible]



Intimate Care/Toileting Care Plan

Name:	DOB:	Year Group:
Reason for care plan:		
Assistance needed:		
Child's voice (if appropriate):		
What the child will be supported to do themselves:		
Facilities and equipment needed:		
Resources to be provided daily by parents/carers:		
Number of staff required to carry out the care for the child:		
Staff providing intimate care:	Main: Back up:	
Training/instructions needed:		
Training/instructions given:	Date: By:	
Date care plan is to be reviewed:		
Parent name and signature:	Date:	
Teacher name and signature:	Date:	

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Dear Parent/ Carer,

During their time in school, there are occasions when children need support using the toilet or may have toileting accidents which require them to be changed and sometimes cleaned.

Please complete the permission slip below if you are happy for staff at the school to support with toileting and to change your child in such circumstances. Please see a member of staff if you have any concerns about this.

Yours sincerely

Mrs L Towle
Headteacher

I give permission for members of staff from Merridale Primary School to support my child when using the toilet, to clean them and to change my child's clothing if necessary.

Name of child	
Signed (Parent/carers)	
Date	

