



Intimate Care Policy

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The Prince Albert Community Trust
Intimate Care Policy

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Aims

At PACT we aim to meet the needs of all our children and promote their welfare, making reasonable adjustments in line with the Equalities Act 2010. We recognise and assist children with intimate care, where needed. It is our intention to develop independence in each child, however, there will be occasions when help is required, whether on an occasional basis or as a regular activity. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care. The principles and procedures apply to everyone involved in the intimate care of children. Children are generally more vulnerable than adults and staff involved with any aspect of pastoral care need to be sensitive to their individual needs. We aim to reassure and protect the interests of staff working in an intimate care capacity.

What is intimate care?

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities can include:

- Feeding;
- Oral care;
- Washing;
- Changing clothes;
- Toileting;
- First aid and medical assistance; and
- Supervision of a child involved in intimate self-care.

Due to the developmental stages of the children that we work with, we support them with their personal care, e.g. reminding the children to go to the toilet, promoting personal hygiene and developing independence.

Parents

Before children start school a home visit is conducted. During this home visit parents are informed of this policy and sign to agree that EYFS staff can change their child, adhering to the intimate care policy, in case of an occasional accident. Parents have a responsibility to advise the school of any known intimate care needs relating to their child so that we can assess the child's needs and cater for them accordingly.

From time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of labelled, clean clothes to be hung on their child's peg. These are taken into the toilet facilities prior to changing. However, a supply of spare clothing is available if necessary and parents are asked to return this as soon as possible.

If a child has needed help with meeting intimate care needs (had an accident). This is treated as confidential and shared with the parents in person at the end of the day.

If a child requires regular assistance with intimate care, due to not being potty trained, parents will be invited to meet with the assistant head for EYFS and/or staff from the year group where they can discuss their child's needs and the support required to potty train the child.

Where a child has a specific physical need which means they need regular assistance with intimate care, parents will meet with the Inclusion Leader to discuss the child's needs. A management plan will be outlined and verbally agreed before being drawn up formally by the Inclusion leader.

Parents will be given the opportunity to review the plan and to sign it once they are happy with it. Parents will be invited to talk to staff on an informal basis regularly and will be invited to a review meeting annually where the management plan will be updated.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has the right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;
- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- Every child has the right to have levels of intimate care that are appropriate and consistent.

Implementation

Staff training

All staff are knowledgeable about intimate care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). All staff have current DBS certificates.

They follow the child's care plan, where appropriate, and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Procedures

All practitioners are responsible for meeting the needs of the children in their care. The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

Only use designated areas and always follow school procedures ensuring another member of staff is present.

For children who are wet:

- The EYFS toilet/disabled toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.
- The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.
- If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.
- Record intimate care on 'intimate care record sheet'. This needs to be double signed by both members of staff who were present.

For children who have soiled:

- The EYFS changing area/disabled toilets are to be used
- Gloves and aprons are put on before changing and area is prepared. Children are assisted in changing from their soiled clothes and washing, as appropriate. Practitioners do not pull faces or make negative comments about child's situation. Soiled clothes are rinsed and bagged for the parent to take home.
- Record intimate care on 'intimate care record sheet'. This needs to be double signed for both members of staff who were present.

For children with specific needs (nappies):

- Parents will be asked to supply nappies and wipes
- The Nursery changing room is to be used (next to cosy room entrance)
- Practitioners ensure this time is relaxed and the child is comfortable.
- Gloves and aprons **MUST** be worn at all times. Nappy wipes are to be used to clean children as appropriate. Used nappies and wipes are to be placed in a nappy bag and put in the nappy bin provided. Disposable gloves and aprons need to be disposed of in the nappy bin. Wash hands with soap after changing.
- Record intimate care on 'intimate care record sheet'. This needs to be double signed by the member of staff who was informed of the care taking place.

All staff are responsible for ensuring a supply of gloves, wipes and aprons are available. Please ensure person responsible for providing these is informed in advance when new supplies are needed.

ALL INTIMATE CARE GIVEN MUST BE RECORDED ON THE INTIMATE CARE RECORD SHEET AND DOUBLE SIGNED (IN DESIGNATED AREA) – PARENTS MUST BE INFORMED AT THE END OF THE DAY.

Under no circumstances should cameras, mobile phones or any other type of recording equipment be taken into the toileting area (refer to EYFS policy)

UNDER NO CIRCUMSTANCES SHOULD A MEMBER OF STAFF CHANGE A CHILD ON THEIR OWN

Roles and Responsibilities

The Senior Leadership Team and Academy Representatives:

- Should be aware of the duties to comply with the Equalities Act and should pass this awareness on to all staff.

The Senior Leadership Team:

- Needs to ensure all staff are aware of the school's child protection policy.

The Leader for Inclusion:

- Will allocate one or two specifically named staff to take the lead role in assisting a child with specific medical needs with additional toileting needs. In the event that this person is not available all members of staff are able to change the child.
- Will liaise with the Physical Difficulties Support Service, relevant medical service and parents to ensure appropriate provision is made for children on a management plan.

Staff

- To ensure procedures are followed.

NB. If young children are left in wet or soiled nappies/'pull ups' or clothes in the setting this may constitute neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.

If a member of staff has concerns about a colleague's intimate care practice he/she must report this to a member of the Senior Leadership Team.

Appendix



Date	Name of child	Notes	
Name		Signature	Signature

Date	Name of child	Notes	
Name		Signature	Signature

Date	Name of child	Notes	
Name		Signature	Name



INTIMATE CARE CONTRACT

At PACT we aim to meet the needs of all our children and promote their welfare, making reasonable adjustments in line with the Equalities Act 2010. We recognise and assist children with intimate care, where needed. It is our intention to develop independence in each child, however, there will be occasions when help is required, whether on an occasional basis or as a regular activity.

Procedures

All practitioners are responsible for meeting the needs of the children in their care. The designated practitioner who provides the care (in most cases: the child’s key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

Before giving any form of intimate care ensure another member of staff knows where you are and what you are doing. Only use designated areas and always follow school procedures.

For children who are wet:

- The EYFS toilet area/disabled toilet is used to attend to a child’s needs and every effort is made to ensure privacy and modesty.
- The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.
- If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child’s needs.
- Record intimate care on ‘intimate care record sheet’. This needs to be double signed by the member of staff who was informed of the care taking place.

For children who have soiled:

- The Nursery changing room is to be used (next to cosy room entrance)
- Gloves and aprons are put on before changing and area is prepared. Children are assisted in changing from their soiled clothes and washing, as appropriate. Practitioners do not pull faces or make negative comments about child’s situation. Soiled clothes are rinsed and bagged for the parent to take home.
- Record intimate care on ‘intimate care record sheet’. This needs to be double signed by the member of staff who was informed of the care taking place.

I give permission for my child to be changed by a member of PACT staff if they are wet and/or soiled.

Name of Parent: _____ Date: _____

Signature: _____

Please be aware that if you do not give permission we will need to be able to contact you at all times in order for you to come into school and change your child.