



## Vanguard Learning Trust

*As a group of local primary and secondary schools, Vanguard Learning Trust's mission is to serve its local community by providing outstanding, inclusive education. We have a collective purpose and responsibility to provide effective teaching, through a curriculum based on equality of opportunity and entitlement that allows our students to shine both in and out of the classroom. Each school in the Trust has its own ethos, which also complements the Trust's vision and values, and the common aspiration that all students can achieve their potential.*

# Intimate Care Policy

## September 2024 – September 2026

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**To assess whether a primary school's intimate care policy aligns with the most up-to-date statutory guidance, the policy should be reviewed against the latest statutory frameworks and guidelines, such as those provided by:**

1. Department for Education (DfE): Guidance on safeguarding, including "Keeping Children Safe in Education (KCSIE)".
2. Equality Act 2010: Ensuring the policy does not discriminate and accommodates children with special educational needs or disabilities.
3. Health and Safety at Work Act 1974: Ensuring that staff are adequately trained and safe.
4. Supporting Pupils with Medical Conditions: Guidance on managing medical needs during intimate care.
5. Working Together to Safeguard Children (2020): Ensures safeguarding responsibilities are met.

**Key Aspects to Look for in an Intimate Care Policy:**

- Definition and Scope: Clearly defines intimate care and situations where it applies (e.g., toileting, changing clothes, or managing medical needs).
- Parental Involvement: Includes how parents are informed and consent obtained.
- Safeguarding Measures:
  - Ensures adherence to the school's safeguarding policy.
  - Staff undergo proper training, including safeguarding training.
  - A second adult present or other arrangements to protect both children and staff.
- Child-Centered Approach: Respects the child's privacy and dignity while involving them in decisions.
- Inclusion and Equality: Accounts for the diverse needs of pupils, including those with special educational needs or disabilities (SEND).
- Staff Training: Ensures staff are appropriately trained and aware of safeguarding responsibilities.
- Confidentiality and Record Keeping: Clear procedures for documenting incidents and ensuring confidentiality.
- Whistleblowing and Complaints: Procedures for raising concerns or complaints about intimate care.

## **1. Mission Statement**

Our school is a place where everyone is treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. We all work for our school to be a happy place where good behaviour is expected and all children enjoy their educational journey. At Hermitage we believe in nothing but the best!

This policy has been devised in response to the increasing number of children entering the Early Years not toilet trained. The policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start Nursery.

Parents are made aware that the Early Years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

As a school, we will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parent/guardian due to incontinence
- Adjustments will be made for any child who has delayed incontinence

## **2. Intimate Care tasks**

Covers any tasks that involve the dressing and undressing, washing/cleaning including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

## **3. Partnership with parents/guardians**

EYFS staff will work in partnership with parents/guardians to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care

- Be regularly monitored and reviewed in accordance with the child's development

In some situations, the parent/carer will be contacted to support the staff and child with changing or, if they are unwell or distressed, take them home. This decision will be made by the Head teacher, alongside the EYFS lead/SEND/CO.

Parents/guardians are asked to supply the following:

- Spare nappies
- Wipes, creams, nappy sacks etc.
- Spare Clothes
- Spare underwear

When providing intimate care, staff should ensure that agreed-upon terms for private parts or bodily functions are used, reflecting the family's cultural or religious values. This may involve using euphemisms or specific terminology preferred by the family.

Requests for same-gender staff to provide intimate care should be accommodated wherever possible, as this may align with religious or cultural beliefs about physical boundaries.

Some cultures place significant emphasis on modesty. In these cases, staff should ensure that the child's body is covered as much as possible during the care process, even if it requires additional time or resources.

Religious practices regarding cleanliness should also be respected, such as the use of water for washing after toileting or specific ways of handling soiled clothing.

If families have preferences for particular products, such as alcohol-free wipes to align with their religious practices, these should be accommodated wherever reasonable.

In cases where families have specific cultural or religious practices, staff should ensure care plans include detailed discussions with parents to agree on appropriate procedures and approaches.

#### **4. Best practice**

When intimate care is given, the member of staff will explain fully to the child each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. We recognise the importance of gathering feedback from children (where appropriate) and their families about their comfort and preferences so that we can strengthen our child-centered approach.

## Questions and Answers

### 4.1 Who will change the nappy/wet/soiled clothing?

- Permanent members of staff who are contracted to work at Hermitage Primary School

### 4.2 Where will changing will take place?

-In the Nursery/Reception toilet area, if needed using a changing mat

-The nappy changes will be recorded on a log in the toilet area, including details e.g., date, time, staff involved

- At times, the nappy change may take place in a different area the child feels more comfortable in

### 4.3 What resources will be used?

-A changing mat where needed, aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes, cream (when specified by parent/guardian)

### 4.4 How will the nappies will be disposed of?

-Put in a nappy sack and in the hygienic disposal nappy bin

### 4.5 What infection control measures are in place?

-Staff will wear disposable gloves and aprons while dealing with the incident

-If a changing mat is needed, blue roll paper will be used

-Changing area will be cleaned after use

-Hot water and liquid soap is available to wash children's hands as soon as the task is completed

-Hot air dryer or paper towels are available for drying hands

-Staff will wash their hands before and after providing intimate care

### 4.6 How else will we deal with bodily fluids?

-Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely (*e.g. nappy bins, double bagging etc*)

-When dealing with body fluids, staff will wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterward

-Soiled children's clothing will be double bagged to go home – staff will not rinse it.

-Children will be kept away from the affected area until the incident has been completely and hygienically dealt with

-All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection

### 4.7 What will the staff member do if the child is unduly distressed by the experience?

Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged. Further advice/action will also be sought from the parent/guardian. The Early Years lead will support when needed.

## **5. Safeguarding**

Staff are trained on the signs and symptom of child abuse.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Staff at our school also receive training on intimate care procedures, including dealing with cultural sensitivities and handling distress in children.

## **6. Monitoring and Review**

The Early Years staff will follow this policy. The Senior Leadership Team will carry out monitoring on Early Years as part of the whole school monitoring cycle.

This policy will be reviewed every two years and will evolve to incorporate the views of EYFS staff.

### **Approval / Revision History**

<b>Revision date</b>	<b>By</b>	<b>Summary of Changes Made</b>
11.11.24	Georgia Harling	Include information regarding cultural observations

### **List of appendices**

Appendix 1: Home School Partnership Agreement

Appendix 2: Nappy changing/soiled clothes log

Appendix 3: Intimate Care Plan

**Appendix 1: Home-School Partnership Agreement**

All parents in Nursery are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

Parents of children who are not yet toilet trained are expected to provide a bag with a suitable amount of nappies and wipes needed. Staff will not apply any cream unless medically prescribed.

**The Parent/Guardian**

- I agree to ensure that my child is changed at the latest possible time before being brought to school
- I agree to providing the school with spare nappies, wipes and a change of clothing
- I have read the intimate care policy; I understand and agree the procedures that will be followed when my child is changed at school
- I agree to inform the school should my child have any marks/rashes
- If my child requires cream, I give permission to the school to administer the cream as part of the changing routine
- I will ensure that my child receives full toilet training at home, helping them come out of nappies/pull-ups as soon as possible

**Our school:**

- Agree to changing the child during any single session should the child soil themselves or become uncomfortably wet
- Agree to monitor the number of times the child is changed
- Agree to report should the child be distressed, or if marks/rashes are seen
- Agree to follow the Intimate Care Policy

**SIGNED.....Parent/guardian**

**DATE.....**



**Appendix 2: Nappy Changing / Soiled Clothes log**

Date	Time	Name of pupil	Intimate Care provided / staff involved	Any further controls necessary / outcomes

**Appendix 3: Intimate Care Plan**

Name of Pupil		Date of Plan: Length of Plan:
DOB		
Intimate Care Required		
Number of staff needed And reason/s		
Additional equipment required And reason/s		
Child's level of self-care		
Child's preferred form of communication including terminology		
Any religious / cultural acknowledgements?		
Review date:	Review Outcome:	
Parent name and signature:		