

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 2022 – September 2024

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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

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.

Questions and Answers

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

-The Early Years staff

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
- 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.

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

Revision date	By	Summary of Changes Made

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 are asked to provide spare clothes in a bag regardless of whether their child is toilet trained. Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream needed.

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:		