

Intimate care policy: EYFS and children requiring support in the wider school

Introduction

The Old School Henstead is aware that some learners, including those that are not yet 'toilet-trained', may require assistance from members of staff for personal care, including toileting, either due to the age and developmental level of the student or as a result of disability or medical need. The main aim of the school is to ensure that our learners are safe, secure and protected from harm.

Aim

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

Principles

The Old School Henstead respects our learners and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care, especially in the EYFS where self-regulation informs part of their curriculum. We will ensure that our learners are:

- Treated as individuals
- That their right to safety, dignity and privacy is respected
- Involved with and consulted about their personal care as far as they are able
- Provided with consistency of care as far as possible.

Intimate care in the EYFS

No child is excluded from participating in our setting who may be, for any reason, not yet toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We provide nappy changing and 'potty' facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

The Old School Henstead 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.

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.

Changing mats should be wiped down (cleaned appropriately) before and after use. Potties should be disinfected after use. Both should be stored appropriately within the EYFS setting, out of reach of children. Children should be screened from others when nappies or clothes are being changed. The frosted doors can be partly closed, if required, to maintain privacy and keep other children from entering the area where a child is being changed, although staff should make other staff aware to remain in the area, and not close the doors fully, for safeguarding reasons. The children should be changed in a clean, safe area. Equipment should be checked regularly to ensure it is safe to use. When changing a nappy, or child after an accident, staff should take measures to protect themselves e.g. disposable gloves, and should safely put any soiled waste into nappy bags and dispose of this in the outside bin. Wet clothes should be safely bagged and tied and returned to parents/guardians at home time. Children should be changed as soon as possible after an accident, pupils in nappies should be regularly checked.

Wider School responsibilities

We will work with parents/carers to support toilet training unless there are medical reasons why this is not appropriate.

Where learners are not able to be fully continent, we will see that a care plan is written to ensure their needs are clarified and met. The learner will be included in discussions about the care plan, unless this is clearly inappropriate, as will their family. Relevant healthcare professionals may also be consulted. The care plan will be reviewed at least annually or sooner if the learner's needs change.

School will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks. For EYFS, and 'accidents' in younger pupils' year groups, any member of staff that the child is comfortable with may support changing if needed. For those with specific intimate care needs, only those staff named on the individual care plan will be involved in providing support with intimate care to a learner.

School will ensure that sufficient staff are named on care plans and available to provide the required support in all foreseeable circumstances. If, in exceptional circumstances, none of the named staff members for an individual are available, school will contact the family for consent to involve a different member of staff.

Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to a senior member of school staff and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.

A written record will be kept of all support with intimate care for those with care plans in place. This will include the date and time of the care, who was present and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner's behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.

Staff will communicate carefully with learners, using their usual communication method, to discuss their needs and preferences. Wherever possible the learner's wishes and preferences will be taken into account.

The school will take into account the religious views, beliefs and cultural values of the learner and their family as far as possible when undertaking personal care.

The school will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.

The 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.

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

Governors responsibilities

To ensure that sufficient staff are trained to meet the needs of their learners.

The governing body will ensure that this policy is monitored and reviewed at least every three years.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Learner responsibilities

To be as involved as possible in their intimate care and with their care plan.

To let school staff know when they are aware that they need assistance if developmentally appropriate.

To let their parent/carer or a trusted member of school staff know if they have any concerns or feel uncomfortable at any time if developmentally appropriate.