



# Ramsden Primary School

## EARLY YEARS INTIMATE CARE PLAN

Compiled by	Headmaster	August 2022
Approved by	Chair of Governors  August 2022	Headmaster  August 2022
To be reviewed		Autumn Term 2023

**Ramsden Primary School**  
**Early Years Intimate Care Plan**

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## **Statement of Intent**

Ramsden Primary School understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having a special need or disability. In all instances, effective safeguarding procedures are of paramount importance and in line with the school's Safeguarding Policy.

This policy has been developed 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.

Ramsden Primary 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 can.
- Protect the rights of all others involved.

## **1. Legal Framework**

**1.1** This policy has due regard to the relevant legislation, including, but not limited to the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002

**1.2** This policy has due regard to the relevant statutory guidance, including but not limited to the following:

- DfE (2022) 'Keeping Children Safe in Education'

## **2. What is Intimate Care?**

**2.1** For the purpose of this policy, 'intimate care' is the hands on, physical care in personal hygiene, as well as physical presence or observation during such activities.

**2.2** Intimate care includes the following:

- Body bathing other than to the arms, face and legs above the knee.
- Application of medical treatment other than to the arms, face and legs above the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing and drying when wet.
- Changing nappies.
- Applying sun cream, where the child is unable to do this.

### **3. Roles and Responsibilities**

**3.1** The Headmaster and EYFS Lead are responsible for:

- Ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.
- Ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.
- Communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the Schools Complaints Procedure.

**3.2** All members of staff who provide intimate care are responsible for:

- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

**3.3** Parents/Carers are responsible for:

- Liaising with the school to communicate their wishes in regard to the child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

### **4. Procedures for Intimate Care**

**4.1** Staff who provide intimate care will have a list of

personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents/carers.

- 4.2** Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.
- 4.3** If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.
- 4.4** Each child using nappies; parents/carers will supply nappies, wipes, bags and any other individual changing equipment necessary in the child's Ramsden school bag.
- 4.5** Before changing a child's nappy, members of staff will put on disposable gloves and an apron, and the changing area will be cleaned appropriately.
- 4.6** The changing areas are warm and comfortable for the children and are private from others.
- 4.7** Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will be cleaned appropriately.
- 4.8** The changing area has paper towels available for members of staff to dry their hands.
- 4.9** Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to the parents/carers at the end of the day.
- 4.10** Any used nappies will be placed in a tied bag and placed in the nappy bin situated in the changing area.
- 4.11** Any bodily fluids that transfer onto the changing area will

be cleaned appropriately.

- 4.12** If a pupil requires cream, such as for nappy rash, this will be provided in accordance with the medical needs policy, and full parental/carer consent will be gained prior to this.
- 4.13** Children who are toileting training and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- 4.14** Members of staff will use the 'Toilet Introduction Procedures' as outlined in the appendices of this policy, to encourage the children to use the toilet and become as independent as possible.
- 4.15** Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.
- 4.16** Parents will provide any sun cream that is required to be applied.

## **5. Parental Engagement**

- 5.1** The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:
- What care is required.
  - Number of staff needed to carry out the care.
  - Any additional equipment needed.
  - The child's preferred means of communication, e.g. visual/verbal and the terminology to be used for parts of the body and bodily functions.
  - The child's level of ability, i.e. what procedures of intimate care the child can do themselves.
  - Any adjustments necessary in respect to cultural or religious views.

- The procedure for monitoring and reviewing the intimate care plan.
  - Parents/carers and school will work together when toilet training a child.
- 5.2** The information concerning the child's intimate care plan will be stored confidentially.
- 5.3** The parents/carers of the child are required to sign the 'intimate care parental consent form' to provide their agreement to the plan; no intimate care will be carried out without prior parental/carer consent.
- 5.4** In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by telephone or spoken to in person in order to gain consent.
- 5.5** Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent and will then be recorded in the written intimate care plan.
- 5.6** Parents/carers will be asked to supply the following items for their child's individual use:
- Spare nappies
  - Wipes, creams, nappy sacks etc.
  - Spare clothing
  - Spare underwear
  - Sun cream

## **6. Safeguarding Procedures**

- 6.1** The school adopts rigorous safeguarding procedures



in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.

- 6.2** The school will ensure that all adults providing intimate care have undergone an enhanced DBS check, enabling them to work with children.
- 6.3** All members of staff will receive safeguarding training and receive child protection and safeguarding updates as required, but at least annually.
- 6.4** All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries to the DSL and record onto the CPOMS system.
- 6.4** Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

## **7. Monitoring and Reviewing**

- 7.1** This policy will be reviewed annually by the Headmaster, DSL and EYFS Lead, who will make any changes necessary and communicate these to all members of staff. The next review date is September 2023.
- 7.2** All members of staff are required to familiarise themselves with this policy as part of their induction Programme.



## Intimate Care Parental Consent Form

This form is to be completed by the EYFS lead and signed by parents/carers.

<b>Name of Child:</b>		<b>Date of Birth:</b>	
<b>Name of Class Teacher:</b>		<b>Class:</b>	

Care requirements, including frequency:

The table below outlines the members of staff responsible for carrying out your child's intimate care programme, as well as the staff responsible in their absence.

<b>Name of Staff Members:</b>	
<b>Name of staff members (if the above staff members are absent).</b>	

Where will the intimate care be carried out?

What equipment/resources will be required?

What infection control procedures are in place?

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<b>What disposal procedures are in place?</b>
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<b>What actions will be taken if any concerns arise?</b>
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<b>What do parents need to provide?</b>
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<b>What are the reporting procedures for parents?</b>
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***If the child is soiled/wet while the parents are present the parent is expected to change the child before they leave the setting.***

I have read the Early Years Intimate Care Policy provided by Ramsden Primary School and I agree to the intimate care plan outlined.

<b>Signature of Parent</b>		<b>Date</b>	
<b>Signature of EYFS Lead</b>		<b>Date</b>	



## Toilet Introduction Procedures

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/soiled pants.
2. The child knows that urination/defecation is taking place and can alert a member of staff.
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance.

During these stages, members of staff will support the child and assess the child over a period of two weeks to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet e.g. facial expressions.

It is expected at this point that parents/carers will work alongside school and support their child.

Staff will implement the following strategies to get children used to using the toilet and being independent in this process:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role models for this practice.
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet.
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet.
- Ensure that the child can reach the toilet and is comfortable doing so.
- Stay with the child and talk to them to make them more relaxed about using the toilet.
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise.
- Deal with any accidents discreetly, sensitively and without unnecessary attention.
- Be patient with the children when they are using the toilet, and use positive language and praise to encourage them.

***At all times while the child is toilet training, parents/carers will work alongside school staff in the home environment, following the same procedure, so that the child is familiar and secure with one routine.***