



Laurance Haines School
EYFS Intimate Care Policy

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Review:	January 2021
Signed:	
Bill Grimwood	Chair of LHS Local Governing Board

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1 Introduction

1.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as clearing up a pupil after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained should undertake the procedure.

1.2 The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible.

1.3 Laurance Haines School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Laurance Haines School recognises that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

2 Principles

2.1 The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

2.2 Staff who provide intimate care are trained to do so and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/occupational therapist as required.

2.3 The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.

2.4 Wherever possible the same child will be cared for by the same adult on a regular basis; other named adults will be present on the personal care management plan.

2.5 Wherever possible staff should only care intimately for an individual of the same sex. However, in certain circumstances this principle may need to be waived where failure to provide appropriate care would result in negligence for example, female staff supporting boys in a primary school, as no male staff are available.

2.6 Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

3 The Protection of Children

3.1 Education Child Protection Procedures and Inter-Agency Child Protection procedures will be adhered to.

3.2 All children will be taught personal safety skills carefully matched to their level of development and understanding.

3.3 If a member of staff has any concerns about physical changes in a child's presentation eg marks, bruises, soreness etc s/he will immediately report concerns to the appropriate designated person for child protection.

3.4 School managers will be vigilant for signs or symptoms of improper practice, however, if a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary. If there is a known risk of false allegation by a child then a single practitioner should not undertake nappy changing. A student on placement should not change a nappy unsupervised.

3.5 If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Child Protection Policy for details).

4 Children wearing nappies

4.1 Parents must sign a simple agreement form – outlining who will be responsible, within the school, for changing the child and when and where this will be carried out. This agreement allows the school and the parent to be aware of all the issues surrounding this task.

4.2 Where there is a specific medical need a Personal Care Management plan will be developed in partnership with the parents of the child. This information will be reviewed regularly in line with developments.

5 Equipment Provision

Parents have a role to play when their child is still wearing nappies. The parent should provide nappies, disposal bags, wipes, changing mat etc and parents should be made aware of this responsibility. The school is responsible for providing gloves, plastic aprons, a bin and liners to dispose of any waste.

6 Health and Safety

6.1 Staff should always wear an apron and gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy.

6.2 Nappies must be changed in the designated area away from play facilities and away from any area where food or drink may be prepared or consumed.

6.3 Soiled nappies should be placed in a polythene waste disposal bag, which can be sealed. This bag should then be placed in a bin (complete with liner) that is specifically designated for the disposal of such waste. The bin should be emptied on a daily basis and it can be collected as part of the usual refuse collection service (this waste is not classified as clinical waste). Staff should be aware of the school's Health and Safety Policy. If a substantial number of used nappies need disposal, the Trust will seek advice on the appropriate disposal procedure.

6.4 Children's skin should be cleaned with a disposable wipe or cotton wool. Flannels should not be used to clean bottoms. Nappy creams, lotions etc. should be labelled with the child's name and must not be shared between children.

6.5 Hand washing facilities for staff (hand wash basin, soap and paper towels) must be available within the nappy changing room.

7 Annex 1: School / Parent Partnership Agreement for a Personal Care Plan

Child's name:

Parent responsibility:

- I agree to provide nappies, disposal bags and wipes.
- I agree to make sure that my child is changed at the latest possible time before being brought into school.
- I understand and agree to the procedures that will be followed when my child is changed at school – including the use of any cleanser for the application of cream.
- I agree to inform the school if my child has any marks/rashes.
- I agree to review arrangements should this be necessary.

School responsibility:

- The school agreed to change the child should the child soil him/herself or become uncomfortably wet.
- The school agreed to provide gloves, plastic aprons, a bin and liners to dispose of any waste.
- The school agrees to report to the parent if the child is distressed, or if marks/rashes are seen.
- The school will liaise with the family to ensure adequate resources are in school.
- The school agrees to review the arrangements should this be necessary.

Parent:

Date:

Class Teacher:

Date:

Teaching Assistant:

Date:

8 Annex 2: Personal Care Management Plan

Child / Young Person's Name:	
Date of Birth:	
Details of assistance required:	
Facilities and equipment: (Clarify responsibility for provision of supplies e.g. parent/carer/school/other)	
Regular Named Staff Member	
Regular Location for Change	
Back up Staff Member	
Training needs (individual staff must keep signed/dated records of training received in addition to school and setting held records. A record should be completed when training has been delivered and kept as part of the care plan)	
Curriculum specific needs:	
Arrangements for trips/transport:	
Procedures for monitoring and complaints: (including notification of changing needs by any relevant party)	
Any Further Comments:	
Review Date:	

This current plan has been agreed by:-

SENCo's Signature:

Date:

Class Teacher's Signature:

Date:

Teaching Assistant;s Signature:

Date:

Parent's Signature:

Date:

