



HEARTS ACADEMY TRUST

Intimate Care Policy

Date reviewed: November 2023

Next date to be reviewed: November 2024

Version: 2

Intimate Care

Intimate Care is any assistance that involves touching a child while carrying out a procedure that most children are able to do for themselves but some are unable to manage without help. This may involve help with eating, drinking, dressing, application of sun cream (please see Health and Safety policy) and matters of personal hygiene such as washing and toileting. In some instances, more specialised intimate assistance may be needed with physical or medical difficulties.

This policy aims to:

- Safeguard the dignity, rights and wellbeing of children;
- Provide guidance, support and protection to staff;
- Reassure parents that their children are cared for and protected;

HEARTS Academy Trust is committed to ensuring that all staff undertake their responsibilities in such a way that the rights, dignity and welfare of the children is protected. The Trust is committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring.

All school staff receive child protection training and undertake to help children do as much as possible for themselves, developing each child's ability to achieve independence.

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 in Nursery, Pre-school and Reception.

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 needed. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

Practice:

- Parents are asked to give consent for intimate care to take place (Appendix A).
- Along with the consent form, a detailed intimate care plan will be completed for those children requiring additional assistance, supported by relevant medical guidance (Appendix B).
- For EYFS settings, this consent will last for the duration of the time that the child is within the EYFS setting.
- The changing will take place in the Nursery/Pre-school toilet area on a changing mat.
- The nappy changes will be recorded as per attached, in the toilet area.
- Pre-school, Nursery and Reception intimate care will usually take place in the toilets which are private enough to respect the child's dignity but also allow the adult to be seen at all times to prevent them from allegations or bringing their behaviour into question.
- No adult will be left alone behind a fully closed door when carrying out intimate care procedures. This puts both the safety of the child and staff member at risk.
- To prevent the risk of infection, staff will wear disposable gloves and aprons while dealing with the incident.

- The changing area will be cleaned after use with antibacterial spray. Hot water and liquid soap are available to wash hands as soon as the task is completed. Paper towels are available for drying hands.
- The nappies will be disposed of in a nappy sack and in the hygienic disposal nappy bin.
- If the child is unduly distressed by the experience a staff member will comfort and reassure the child, talk through what they are doing and ensure the change is complete swiftly to ensure the stress is not prolonged. The parent will be informed.
- Staff will make a record of the procedure on an individual intimate care record. This will be kept in one file (Appendix C).

Parents are asked to supply:

- Spare clothes in a bag regardless of whether their child is toilet trained.
- Nappy sacks, nappies, baby wipes and cream (in original packaging. In the case of where a prescribed cream is needed, the relevant documentation will need to be completed as a 'medicine' and the cream would need to be complete with dispensing label).

If the staff member notices marks or injuries on the child, then he/she will follow the school safeguarding policy and report it to the Designated Safeguarding Lead.

Provision is monitored and regularly reviewed to ensure that policy and procedure is adhered to and that children, parents and staff remain comfortable with the arrangements in place.

Appendix A - Permission for intimate care

Child:	
Date of Birth:	
Address:	
Parent:	
I/we give permission for the assistance detailed overleaf to be provided to my/our child and will advise the school of any change that may affect this provision. Signed:	
I, the child, give permission for the assistance detailed overleaf to be provided to me. (This part to be completed by a child with sufficient age/maturity to understand). Signed:	

Appendix B - Intimate care plan

Guidance from a medical practitioner should be referred to, where this is relevant, and form part of the care plan.

Name of child:	
Name of person * to change the child:	
Name of person * to change the child if main adult unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/outings:	
When will the plan be reviewed:	
Review comments:	

If the child is unduly distressed, a member of staff will contact the parent.

*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child, will attend to the child's needs.

	Name	Signed	Date
Parent:			
Pupil:			
Adults assisting:			
Pupil: if the child is of sufficient age and maturity.			
SENDCo			

