

# St. Joseph's Catholic Primary School



Intimate Care Policy

EYFS

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“Inspired by St Joseph, together with  
Christ, we learn, we grow, we love.”

This policy is applicable to all pupils in our Early Years and Foundation Stage. This policy has been prepared with reference to the Early Years Foundation Stage Framework. All children are welcomed and included within our setting. We understand that when a child starts at our Early Years setting they are at different stages in their development and that some children may still need support with toileting. We aim to work with parents towards independent toileting unless there are any medical or developmental reasons why this is inappropriate. We aim to ensure that every child will be changed in a caring and hygienic environment. All of the children will be treated with dignity, respect and privacy at all times.

This policy sets out clear guidelines on supporting intimate care with specific reference to toileting. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005.

## **Legal framework**

This policy will be implemented in conjunction with the school's:

- **Health and Safety Policy**
- **First Aid Policy**
- **Child Protection and Safeguarding Policy**
- **Staff Code of Conduct**
- **Whistleblowing Policy**
- **Administering Medications Policy**

**The EYFS staff will ensure:**

- 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.
- Adjustments will be made for any child who has delayed incontinence.

## **Intimate Care Tasks**

Intimate care is any care which involves one of the following:

- Assisting a child to change his/her clothes
- Changing or washing a child who has soiled him / herself
- Assisting with toileting issues
- Supervising a child involved in intimate self-care
- Providing first aid assistance
- Providing comfort to an upset or distressed child

## **Partnership with Parents/Carers**

Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child.

### **Parents/Carers are asked to supply the following**

- Spare Clothes
- Spare underwear

### **Best Practice**

- When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it.
- Staff will 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.
- Adjustments will be made for SEND children, their independence and understanding of the sequence of actions will be supported with visuals.
- All staff working in our Early Years must have a current DBS check.

### **Safeguarding**

- All children have Safeguard training and will follow the Safeguarding guidance given.
- If a member of staff has concerns about physical changes to pupil's presentation, such as marks or bruises, they will report the concerns to the Deputy Safeguarding Officer immediately. The Safeguarding Policy will then be implemented.
- Should a child become unhappy about being cared for by a particular member of staff, the Teacher will look into the situation and record any findings. These will be discussed with the EYFS Leader and the child's parents/carers in order to resolve the problem.
- If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

### **Changing**

All children are treated with dignity, care and compassion during changing/toileting. Staff will ensure this time is relaxed and they do not make negative comments. We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet.

- Staff will maintain each child's privacy.
- All staff are familiar with the hygiene procedures and carry these out when toileting children. A shower is located in the Nursery and John Paul Building. If the shower is used there will always be two members of staff. Staff will not undress a child fully and will only expose the area that needs to be cleaned. If a child becomes upset, or does not want to be showered staff will contact parents.
- During toileting staff will interact with the child, and if upset will reassure and comfort them.
- Staff will wear protective gloves and apron when supporting children during toileting.
- These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Staff will remind children to use the toilet regularly.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly.

- Activities and routines will also include reminders about the need for good personal hygiene.
- Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.
- Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be contacted.
- If a child soils him/herself in school a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout.
- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.

### **Dealing with body fluids**

Body fluids will be cleaned up immediately and disposed of safely and correctly. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, staff are not expected to clean soiled clothing. Children will be kept away from the affected area until the incident has been completely dealt with in the appropriate manner by the Caretaker.

Staff will maintain high standards of hygiene and will take steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

**This policy was written by the Teaching, Learning & Achievement Committee and approved by the Governing Body of St Joseph's Catholic Primary School**

**On: 23 May 2017**

**Next review date: May 2018**

**To be reviewed annually**