



## **EYFS Intimate Care and Toileting Policy**

**IMPORTANT:** for the academic year 2021-2022, head/headteacher will be the Principal and therefore these titles are interchangeable.

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Mr Tim Cannell

Date reviewed: September 2021

Date of next review: September 2022

All children at Parsons Green Prep School have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the school.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policy and Administering of Medicine policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2021 and the Disability Discrimination Act 2005.

### **Parsons Green Prep will ensure that:**

- 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.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed continence.

### **Intimate care**

It covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

### **Partnership with parents/carers**

The child's key person/class teacher works in partnership with parents/carers to share relevant information and provide continued care appropriate to the needs of the individual child. We ask



parents/carers to provide a change of clothes if a child regularly needs to change during the school day.

We ask parents/carers to provide:

- change of clothes/undergarments

### **Toileting 'accidents' procedures**

- When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can - lots of praise and encouragement will be given to the child throughout.
- During the time that intimate care is given a second adult must be present to act as a witness. This is to avoid an unlikely case of an allegation.
- Staff will wear a fresh pair of disposable gloves when carrying out intimate care tasks. Disposable aprons will also be available if required.
- Staff and child will wash their hands and dry on disposable towels immediately after completing task.
- Parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (e.g. has had an 'accident' and soiled him/herself). This information will be treated sensitively and a phone call will be made to the child's parents.

### **Safeguarding**

- A child will only ever be changed or cleaned by an employed member of staff. If possible, this will be one of the people listed in their care plan if they have one.
- All staff employed in the school have a full current DB.
- Staff who provide intimate care have all received Safeguarding training (and, if appropriate, Moving and Handling training).
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one staff member but another staff member will always be informed of this beforehand.
- If the child needs considerable and direct cleaning two adults should be present during this time, with one overseeing.
- If more care is needed a phone call will be made to parents requesting that they take the child home for a wash and then return them to school later that day if not unwell.
- If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) he/she will immediately report concerns to the Designated Safeguarding Lead.
- If a child becomes distressed or unhappy about the care given by a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded.
- If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

### **Record keeping**



Individual care plans will be drawn up for any child requiring regular intimate care such as nappy changing. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.

**The care plan will set out:**

- what care is required
- number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- additional equipment required
- child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- child's level of ability, i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- be regularly monitored and reviewed in accordance with the child's development

Reviewed and approved:	Mr Lee Bradshaw (Head of EYFS)
	September 2021
Next review due:	September 2022