

Foundation Stage Intimate Care Policy



Saints Peter and Paul's Primary School

November 2024 - 2025

Introduction

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 First Aid policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage and the Disability Act.

Definition of Intimate Care

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing.
- Providing comfort or support for a distressed pupil.
- Assisting a pupil requiring medical care, who is not able to carry this out unaided.
- Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

Principles

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- every child has the right to be safe
 - every child has the right to personal privacy
 - every child has the right to be valued as an individual
 - every child has the right to be treated with dignity and respect
 - all children have the right to be involved and consulted in their own intimate care to the best of their abilities
 - all children have the right to express their views on their own intimate care and to have their views taken into account
 - every child has the right to have levels of intimate care that are appropriate and consistent.
- School Responsibilities

Nappy changing procedures (Little Saints)

Children should arrive to the session with a clean nappy/underwear.

Each week one member of staff will be responsible for changing children daily. This will be on a weekly rota.

Little Saints have a set time in their session to change nappies. They also change as and when necessary.

All children are changed in the children's toilets on the changing mat. The changing mat is wiped down with antibacterial wipes/spray after each nappy change.

Staff will wear a fresh pair of disposable gloves and a disposable apron for each nappy change.

Soiled nappies are bagged and placed in the designated nappy bin.

Staff will wash their hands and dry on disposable towels immediately after completing task.

Staff will inform parents/carer at the end of the day about the nappy changes throughout the day if a parent/carer would like this information.

Parents/carers will provide Little Saints daily with a bag for their child that consists of nappies, wipes, nappy bags and spare clothes. Any ointment to be used must be signed for. Staff will follow our **administrating medicine policy**.

Best Practice guidance would be 'staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken'.

Toileting 'accident' procedures (Nursery & Reception)

Children who start nursery and reception **should** be toilet trained. If your child medically needs support with toileting, we will support you with this.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.

Members of staff will introduce toilet procedures on the child's first day.

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.

Parents/carers will provide setting with clean underwear, clothes, wipes and any other individual changing equipment necessary.

Staff will encourage children to be independent in cleaning and changing themselves. The child will be expected to carry out as much self-care as they are able, verbal instruction will be given in the first instance. Staff will use their professional judgement if any further support is required and assist where needed.

Before changing a child, members of staff will put on disposable gloves and an apron.

Staff will ensure the toilet used is private from others and that other staff are in the vicinity and aware of the task to be undertaken.

Hot water and soap are available for staff and children to wash their hands after supporting a child and the changing area.

Changing area will be cleaned appropriately after use.

Any soiled clothing will be placed in a tied plastic bag and will be returned to parents/carers. Nappies will be placed in the nappy bin in Little Saints.

Assisting a Child to Change His/her Clothes

On occasions, an individual child may require some assistance with changing if they have had a toileting accident, gets wet outside, or has vomit on his/her clothes. These are more common in the early years. Staff will always encourage a child to attempt undressing and dressing unaided. However, if assistance is required this will be given.

It is advisable to give your child a bag with spare clothes and underwear in daily. This can be stored daily on their personal coat peg.

Supporting an upset child

From time to time children will get upset. It could be due to a fall or missing their family etc. If a child is upset a member of staff will use their professional judgement on how to support the child. If necessary and a child is seeking a 'hug' staff will ask the child if they would like a hug. When doing so, staff to ensure other staff in the vicinity to protect the child and themselves.

Parent/carer responsibilities

Parents/carers must ensure that they provide all relevant information to school, as soon as possible, so that the needs of their child can be met. This includes the nature of their child's needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication, care or condition.

Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.

Parents/carers should work with school to develop and agree a care plan.

Parents/carers must make sure that school always has required equipment available for their child's intimate care or toileting needs.

Parents/carers must ensure that school always has their emergency contact details.

Safeguarding

All staff working with children are vetted and hold an enhanced DBS check as outlined in the Safeguarding Policy and Safer Recruitment Policy. Vetting includes criminal record checks.

Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one child will be cared for by one staff member but another staff member will **always** be informed of this beforehand.

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 being cared for 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.

First Aid

Providing First Aid-See School First Aid Policy.

Foundation Stage Intimate Policy to be reviewed September 2025