



SHEBBEAR COLLEGE

INTIMATE CARE PROCEDURE POLICY - EYFS

This policy applies to Early Years Foundation Stage

Reviewed and updated: 17th January 2023 by Cherry Roadnight and Matthew Foale
Reviewed by SLT: January 2024
Next Review: January 2025

Policy Review at Shebbear College

The SLT acknowledge their responsibility to ensure that this policy is effective and follows regulatory requirements. The SLT and Governors undertake a regular review (at least annually) to satisfy themselves that the implementation of this policy is effective.

Toileting and Intimate Care Procedure

All children at Shebbear College 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 college.

It is expected that all parents/carers have trained their child to be clean and dry before starting in the Pre-Prep as the college are not expected to toilet train children. However, there are allowances to be made regarding the development delays, each individual child and any child with S.E.N.D.

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

This policy supports the safeguarding and welfare requirements of statutory framework for the Early Years Foundation Stage (EYFS) 2017 and the Disability Discrimination Act 2005: Shebbear College Pre-School 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/carers due to incontinence
- Adjustments will be made for any child who has delayed or experiencing setbacks in-continence
- Parent/carers are informed by email or telephone or in person should an incident occur.

Intimate Care Tasks

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

Partnership with Parents/Carers

Staff/child's key workers at Shebbear College Pre-prep work in partnership with parents/carers to provide care appropriate to the needs of the child and together will produce a care plan, should one be deemed necessary, for any individual child. What care is required may include:

- 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 levels of ability i.e. what task 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

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 encourage children to do as much for themselves as they can, at the same time as

offering and giving help in aspects that they are finding difficult; lots of praise and encouragement will be given to the child when they achieve.

Safeguarding

Staff are trained on the signs and symptoms of child abuse which in line with Devon Safeguarding Children Partnership guidelines and are aware of the DFES booklet 'what do you do if you think a child is being abused' and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc. they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff or if a parent is unhappy with the way their child has been cared for, the teacher in charge will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the teacher in charge will seek advice from other agencies, and parental permission will need to be given in the event of this becoming necessary.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff will wear protective clothing (disposable plastic gloves and aprons) and wash themselves thoroughly afterwards. Soiled children's clothing will be bagged to go home; staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff are required to maintain good standards of personal hygiene, and will take all practical steps to prevent and control the spread of infection

This policy aims to manage the 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.