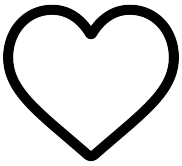
New Wave Federation Intimate Care Policy 2022

Kindness 

Innovation 

Passion 

Imagination 

Collaboration 

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Excellence For All

Our Vision & Values

KINDNESS

INNOVATION

PASSION

IMAGINATION

COLLABORATION

Our Commitment to Staff

Foster and develop the highest standards of teaching through high quality professional development

Nurture and secure leadership talent to lead the future

Recognise and reward the commitment of all staff

Create and maintain a mutually supportive, collaborative and caring environment for all

Establish well-being and health as essential contributions to effectiveness at work.

Our Strategic Priorities

Enrich the curriculum to maximise opportunities for children to develop their talents and interests.

Create a culture of care and stimulate curiosity. Build an environment of independence and collaboration for all pupils.

Use high quality and innovative approaches to teaching to promote progress and engagement.

Enhance teaching and learning through ongoing professional development and continuous support.

Build strong and flexible leadership structures.

new wave federation

Introduction

At New Wave Federation we are committed to promoting the welfare of children and young people. All staff have a duty of care to provide an environment where children feel safe and secure and all staff consider the best interests of the child at all times. Meeting the needs of individual children may include the need for intimate care. Staff work in partnership parents/carers to provide a continuity of care and have a high awareness of child protection and safeguarding policies. This policy covers the following:

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1 - Overview

1.1 - Definition

Intimate care is any care which involves washing, touching or changing children. In most cases such care will involve cleaning/changing for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure.

Intimate care tasks include:

- Dressing and undressing children (including underwear)
- Assisting a child to change his/her own clothes
- Assisting children to use the toilet
- Supervising children when they are administering their own intimate care
- Changing nappies/pull ups when necessary
- Supporting children with managing menstruation

1.2 - Legislation

This policy has been developed in conjunction with the following government guidance:

- Equality Act (2010)
- Working together to Safeguard Children (2018)
- Keeping children safe in Education (KCSIE) (2021)

This policy has also been developed in conjunction with the following school policies:

- Child Protection & Safeguarding Policy; Equality and Diversity Policy; SEND Policy; Whistleblowing Policy

1.3 - Aims of the Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible.

The aim of this policy is to:

- Provide clear guidance and support to all staff.
- Ensure that all staff provide a consistent approach to intimate care.
- To inform parents/ carers of specific guidelines and procedures regarding their child's care needs.
- To reassure parents that their child is cared for and safe in school.

1.4 - Responsibilities

All staff have a responsibility to promote the welfare of all children, respect their individual needs and protect their right to privacy and dignity in the delivery of intimate care. All staff have a duty of care to ensure the safety and wellbeing of children and ensure that they are familiar with government guidance regarding safeguarding. New Wave Federation is committed to ensuring that any staff responsible for intimate care have been recruited in line with Safer Recruitment procedures and are suitable trained to carry out intimate care. Annual staff training for EYFS and SEND staff covers hygiene & infection prevention, safeguarding, care & reporting processes.

2. The Protection of Children

2.1 - Safeguarding

All staff must have up-to-date safeguarding training. Identified staff should also receive training for very specific intimate care procedures where relevant. All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will **not** be permitted to attend to toileting or intimate care tasks. Only adults stated on the Intimate Care Plan will be permitted to carry out specific intimate care duties.

For some children, intimate care must be administered by two staff members (e.g. to help with manual handling). For most children, staff can provide care alone but must discretely notify another member of staff when they are going to assist a pupil, and must ensure another member of staff is in the vicinity and visible or audible. For this reason, doors must always be kept ajar.

If staff are concerned about a child's comments/actions whilst carrying out intimate care procedures this should be recorded and the Designated Safeguarding Lead (DSL) will be informed through the online system 'Child Protection Online Monitoring and Safeguarding' (CPOMS). If staff are concerned about a child's physical changes (including bruises, marks etc) then the same procedures will be followed. Relevant actions and monitoring will then be put into place.

2.2 - The Equality Act 2010

Underpinnning our approach to intimate care is the Equality Act, which protects children from discrimination based on gender, race and disability. The following rights enshrined in the act have informed our writing of this guidance:

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

2.3 - Partnership with Parents

Parents have a responsibility to advise the school of any known intimate care needs relating to their child. All families sign a consent form (**Appendix A**) for the administration of intimate care by New Wave Federation staff when their child joins the school as part of the induction process. Families are asked to provide nappies, pull-ups and/or spare clothes.

Pupils who require regular assistance with intimate care have written intimate care plans agreed by staff, parents/carers and any other professionals actively involved, such as school nurses or physiotherapists. The plan is reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). New Wave Federation staff have a responsibility to keep parents informed on a daily basis about the intimate care needs of their child.

3. Intimate Care in EYFS

The expectation is that the vast majority of our pupils are fully toilet-trained in Nursery and Reception and that nappy changing will only take place in the Two Year Old Provision. If a child is not fully toilet trained in Nursery, and there is no identified SEND, staff must work with the family to encourage toilet training swiftly using the guidance provided in **Appendix B**. If a child has an identified need, staff must follow the guidance for SEND pupils (see Section 4). If not, staff must follow the nappy changing guidance for the Two Year Old Provision until the child is toilet-trained (see below). To ensure consistency of care, staff follow the procedures outlined in **EYFS Intimate Care Checklists** (**Appendix C**).

3.1 - Changing Facilities

Intimate care should always take place in the toilet area either on a changing mat (for nappies) or in a cubicle for pull-ups/pants. The New Wave **changing station checklist** (**Appendix D**) supports staff to ensure changing areas are clean and safe. Staff should wear gloves and aprons and use tissue/wipes as required. All nappies/pull-ups should be provided by families. Wipes, gloves and nappy bags are provided by the school. Nappies must be disposed of in a nappy disposal container. All Nursery & Reception pupils must bring in a spare set of clothes from home to be kept on their peg at school. In addition, adequate spare underwear and trousers should be accessible in all classrooms.

3.2 - Nappy Changing in the 2YO Provision

Children should be changed as required (either because they have soiled themselves or because they are uncomfortable) by their key worker. After every change, staff must record the time of change, reason for change and name of adult involved in the change using the **EYFS Record Sheet** (**Appendix E**). They must also fill out an **Informing Parent slip** (**Appendix F**) to go home with the child at the end of the session. Changing nappies should always be done in sight of two members of staff.

3.3 - Toileting in Nursery & Reception

Children should be taught how to use the toilets safely, including how to flush and wash their hands. Whilst children can access the toilets in their settings freely, adults should monitor the use of the toilet area regularly to make sure pupils are, for example, going into the cubicles on their own.

Should a child have a toileting accident, staff should support them to change themselves, standing up or sitting down (as appropriate), encouraging them to remove their wet clothes, clean themselves and dress themselves, as much as possible. After every change, staff must record the time of change, reason for change and name of adult involved in the change using the **EYFS Record Sheet**. They must also fill out an **Informing Parent slip** to go home with the child at the end of the session.

3.4 - Supporting Families with Toilet Training

We want all our pupils, where possible, to be successfully toilet trained and be able to confidently care for their needs before they start in Nursery. Some families will need support to achieve this and it must not be a barrier to starting Nursery. To support families, we will agree a toilet training plan as part of the induction process and report daily to families on their child's progress using the **Toileting Progression Chart** (**Appendix G**).

4. Intimate Care for Pupils with SEND

A pupil has Special Education Needs (SEN) if they have a learning difficulty or disability which calls for special educational provision to be made for them. At New Wave Federation, designated staff are involved in providing intimate/personal care to children with special educational needs arising from learning difficulties, sensory impairments, medical needs and physical impairments. This places those staff in a position of great trust and responsibility. They are required to attend to the safety and comfort of the children, ensuring that they are treated with dignity and respect. All staff understand that the needs of the children must be respected and carry out intimate care duties with professionalism.

4.1 - Intimate Care Plans

All pupils with SEND who require intimate care must have an **Intimate Care Plan** as part of their Health Care Plan, which is written with families and any professionals involved in the child's care (see **Appendix H**). This plan explains where, when, who and how intimate care will be provided and needs to be signed by parents to give consent. It also outlines a child's possible requests for and responses to intimate care so all staff involved in providing care are clear about a child's level of comfort.

4.2 - Medical Procedures

Depending on a child's needs, some staff might receive training to administer invasive or non-invasive procedures such as managing catheters or colostomy bags, or to work alongside medical professionals such as physiotherapists to assist a child to carry out physical exercises. In these circumstances, detailed guidance is recorded in the child's Health Care Plan, Intimate Care Plan and the school SENCo & Inclusion Lead ensures full adherence to this guidance.

4.3 - Changing Facilities

Intimate care should always take place in the toilet area either on a changing mat (for nappies) or in a cubicle for pull-ups/pants, or other specialised equipment as required dependent upon the child's needs. The New Wave changing station checklist (Appendix D) supports staff to ensure changing areas are clean and safe. Staff should wear gloves and aprons and use tissue/wipes as required. All nappies/pull-ups should be provided by families. Wipes, gloves and nappy bags are provided by the school. Nappies must be disposed of in a nappy disposal container.

5. Record Keeping & Monitoring

We record every instance of intimate care without fail in a class folder for EYFS (with a page for each day/week) and in individual intimate care folders for SEND pupils. These folders are kept private in the changing area. In addition, every instance of intimate care is reported to families on a daily basis using communication slips.

Best practice in intimate care is monitored regularly by SLT, EYFS Leaders and SENCOs as part of their monitoring cycle.

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