

Bedales Pre Prep Intimate and Personal Care Policy

INCLUDING EYFS

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The Pre-Prep School Intimate and Personal Care Policy

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Bedales Pre-Prep School Intimate and Personal Care Policy

1. Legislation and Statutory Guidance

This Policy has been developed within the context of current legislation including, Section 175 of the Education Act 2002 and the [statutory safeguarding guidance](#), [Health Protection in Education Preventing and Controlling Infections](#), the Equality Act 2010. It is written with consideration of The United Nations Convention on the Rights of the Child and the school's values and ethos.

2. Purpose

The purpose of this document is to set out a clear framework within which pupils receive the intimate and personal care they require in order to participate fully in activities. This guidance refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis and those who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage although this is written particularly regarding pupils in the Early Years, who more often require assistance with intimate care tasks, especially toileting. This document is a response to the issue of supporting the intimate and personal care needs as arise in our setting with specific reference to toileting.

3. Aims

This policy aims:

- To support children, to achieve the highest level of independence possible, according to their individual condition and abilities.
- For children to experience only positive encouragement and praise for his/her efforts to manage toileting.
- To include all children, regardless of their ability, in the management of their intimate and personal care. This includes, taking into consideration the child's needs and preferences and communicating what needs to happen and how it will be carried out.
- To safeguard the rights, dignity, privacy and wellbeing of children.
- To ensure intimate and personal care is carried out properly by staff, in line with any agreed plans and within guidelines (e.g. manual handling) to protect both staff and the pupils involved.
- To ensure pupils who require intimate and personal care are not discriminated against, in line with the Equality Act 2010.
- To reassure parents/carers that staff are knowledgeable about intimate and personal care and that the needs and views of their children are taken into account.

4. Definitions

4.1 Definition of Intimate Care

Intimate care refers to any care task of an intimate nature associated with bodily functions, bodily products or personal hygiene which demand direct or indirect contact with children's intimate personal areas. This may be necessary when a child is unable to carry out the care themselves due to physical disability, learning difficulties, medical needs or, as is most frequently the case, needs arising from the child's stage of development.

The intimate care tasks specifically identified as relevant include:

- Dressing and undressing (underwear)
- Helping someone use the toilet
- Wiping after a child has used the toilet (including guiding their hand)
- Changing nappies/pull ups
- Showering
- Washing intimate parts of the body

4.2 Definition of Personal Care

Personal Care is less intimate and usually has the function of helping with personal presentation or social functioning. These tasks do not invade conventional personal, private or social space to the same extent as intimate care but may be necessary when a child is unable to carry out the care themselves due physical disability, learning difficulties, medical needs or needs arising from the child's stage of development. Those personal care tasks identified as relevant in the Pre-Prep include:

- Skin care/applying external medication
- Applying Sun Screen
- Feeding
- Administering oral medication
- Hair care
- Dressing and undressing (clothing)
- Washing non-intimate body parts
- Prompting to go to the toilet

5. Role of Parents/Carers

5.1 Seeking parental permission

For children whose needs are complex an Intimate Care Plan will be created in discussion with parents/carers (see section 8.3).

Where there isn't an Intimate Care Plan in place but a child needs help with toileting (such as wiping/cleaning) requires nappy changes, or requires support with applying sunscreen, parental permission will be sought via an Intimate and Personal Care Permission Form and procedures shared (see section 3.2 below).

For administering medicine, orally or externally, parents are to sign the Staff Administration of Medicine form.

If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.

5.2 Supporting Practices

Parents are encouraged to ensure children in nappies are changed at the latest possible time before being brought to school and must provide spare nappies, wipes and a change of clothing. Parents are required to inform the school should their child have any marks/rashes.

6. Role of Staff

At Bedales Pre Prep we are committed to safeguarding and promoting the welfare of children and young people. We are committed to ensuring that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times, ensuring that children are treated with sensitivity and respect and know they have the right to be and feel safe, to have privacy, to be treated as an individual and to be treated with courtesy, dignity, and respect.

6.1 Sharing information

The school will share information with parents/carers as needed, including alerting them of any rashes or injury. Where deemed useful, staff will seek support or guidance from the school medical team, including matrons.

6.2 Which staff will be responsible

Any teacher, teaching assistant or leader may carry out intimate and personal care and, where possible, an adult who works most often with the child. All staff at the school who carry out intimate or personal care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

6.3 How staff will be trained and supported

Staff will receive:

- Training in the specific types of intimate care they undertake. For children with Intimate Care Plans, this may be from parents or through or relevant health care professionals. For other children, this will be delivered in staff meetings.
- Regular safeguarding training.
- If necessary, manual handling training that enables them to remain safe and for the pupil to have as much participation as possible.

They will be familiar with:

- The control measures set out in risk assessments carried out by the school.
- Hygiene and health and safety procedures.
- The opportunity to raise concerns and ask questions in supervision meetings or whenever needed.

They will also be encouraged to seek further advice as needed.

7. Personal Care Procedures

In the first instance, children will be encouraged to complete tasks of this nature independently or with verbal guidance from a member of staff. When support is needed, the minimal support needed will be provided to encourage independence but ensure comfort and safety. These procedures will almost always be able to be performed in front of others although the dignity and privacy of the child will always be taken into consideration.

8. Intimate Care Procedures

8.1 Early Years Foundation Stage

Curriculum guidance for the Foundation Stage is clear the role of the adult involves supporting the child's whole development, particularly their Personal, Social and Emotional development including supporting the transition between settings. One of the Early Learning Goals for children to achieve by the end of the Foundation Stage is to "manage their own basic hygiene and personal needs successfully, including dressing and undressing and going to the toilet independently".

8.2 Intimate Care in Key Stage 1 and Key Stage 2

We will inform all parents of children prior to them starting school of the current Intimate and Personal Care Policy. Unless there is an Individual Intimate Care Plan, pupils in Year 1-Year 3 who have a toileting accident or become wet or dirty through play or weather conditions will not be changed by a member of staff. However, we will provide a private, safe space (children's toilet) where the child may change on their own and support the child in retrieving their spare clothes and packing up wet/soiled clothes. If by the end of Year 1, children are struggling with intimate/personal care needs, parents will be advised to contact their GP for support.

5.1 How procedures will happen

- A member of staff (Section 4.1) will be present for intimate care.
- Procedures will be carried out in the toilet facilities allocated to the child's class or in the staff facilities if a shower is required.
- For carrying out procedures, the school will provide staff with: appropriate PPA and cleaning supplies.
- Where possible children or young people are changed standing up. Children in nappies may prefer to be changed on a suitable changing mat on the floor out of sight of other children.
- For pupils needing routine intimate care, such as nappy changes or toilet training support, the

school expects parents/carers to provide, when necessary, a good stock (at least a week's worth in advance) of the following necessary resources: pull-ups, wipes, and nappy sacks.

- All children are required to have at least one spare set of clothing.
- Soiled nappies are wrapped in a plastic bag before disposal in the general waste.
- Any soiled clothing will be contained securely, clearly labelled, and discreetly returned to parents/carers at the end of the day.
- Changing area to be cleaned after use.
- Hot water and liquid soap available to wash hands as soon as the task is completed.
- Hot air dryer or paper towels available for drying hands.
- Children should be encouraged as far as possible to manage their own personal hygiene (with supervision).

8.3 Individual Intimate Care Plans

School will make arrangements for children in special circumstances e.g. for a child with more complex continence needs. In such circumstances, the appropriate health care professionals will be closely involved in forward planning and advising staff. In these circumstances it may be appropriate for the school to set up a staff/ parent Individual Intimate Care Plan. Where this is required, it will be agreed in discussion between the school, parents/carers, the child (when possible) and any relevant health professionals. The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately. Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted. The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs. See appendix 1 for a blank template plan to see what this will cover.

9. Safeguarding

9.1 Staffing

All staff working in schools with responsibility for carrying out intimate/personal care procedures have been recruited and selected robustly with appropriate levels of vetting checks necessary for their role. (Regulated activity DBS). There is no legal requirement that a second member of staff must be available to supervise the intimate care process. Only contracted members of staff (not students or volunteers) may support a child with changing or hygiene.

9.2 Concerns

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness) or a child makes a safeguarding disclosure, they will report this using the school's safeguarding procedures. If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to the Safeguarding team. If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures. Parents are asked to sign a Pre Existing Injury form for anything they are aware of which occurs or begins outside of school.

10. Recording Intimate Care Procedures

Staff members carrying out intimate care procedures, complete a Record of Intimate and Toileting Care form containing the following information: child's name, date, time, wet/soiled, actions/notes and initials of staff member.. Details can be shared with parents regarding their child on request. Where children have had a toileting accident but do not require assistance to change, staff will use the Record of Toileting Accidents form to record for monitoring purposes.

11. Monitoring arrangements

This policy will be reviewed annually. At every review, the Governing Body and the Headteacher will approve the policy.

12. Links with other policies

This policy should be read in conjunction with the following policies:

- Child protection and Safeguarding
- Health and Safety including Manual Handling
- SEND
- Health and Safety
- Physical Contact
- Confidentiality
- Staff Code of Conduct
- Administration of Medicine

and any others which may apply.

Appendix 1 – Consent Forms

Nappy Changing Consent Form

Dear Parent/Carer,

Bedales Pre Prep School aim to work with families to support each child’s development in their independent self-care, including toilet training. Please fill out the permission slip below stating your preference for us supporting your child whilst in school.

We have an Intimate Care and Toileting Policy which is available on our website. A printed copy can be obtained from the school office.

Yours sincerely,

Leanne Payne
Head of Early Years

Name of Child.....

Please tick ONE.

- I hereby give consent for a member of staff, at Bedales Pre Prep, to change my child’s pull up/trainer pants/nappy during the school day. I will provide pull/ups/training pants/nappies,

wipes, nappy sacks and spare clothes in a labelled bag.

- I do not give consent for my child to be changed and cleaned if they wet or soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand in the event I or my emergency contact cannot be contacted, the staff will act in the best interest of the child and there may need to be some physical contact in order to support them.

Signature of Parent/Carer..... Date.....

Consent to Intimate Care

Dear Parent/Carer,

For a child’s physical and emotional wellbeing, if they wet or soil themselves whilst they are in school, it is important they are changed and, if necessary, cleaned as quickly as possible. For some children, this will require adult assistance. Our staff are experienced at carrying out these tasks if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay to do so instead. Please fill out the permission slip below stating your preference for how you would like us to support your child.

Bedales Pre Prep School has an Intimate Care and Toileting Policy which is available on our website. A printed copy can be obtained from the school office.

Yours sincerely,

Leanne Payne
Head of Early Years

Name of Child.....

Please tick ONE.

- I give consent for my child to be changed and cleaned if they wet/soil themselves or become wet or messy due to play or weather conditions whilst in the care of Bedales Pre Prep.

- I do not give consent for my child to be changed and cleaned if they wet/soil themselves or become wet or messy due to play or weather conditions whilst in the care of Bedales Pre Prep. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand in the event I or my emergency contact cannot be contacted, the staff will act in the best interest of the child and there may need to be some physical contact in order to support them.

Signature of Parent/Carer..... Date.....

Consent to Apply Sun-cream

- I give permission for a member of staff to apply sun-cream to my child if they are unable to sufficiently do so independently.

Signature of Parent/Carer..... Date.....

Appendix 2 – Individual Intimate Care Plan Template

Bedales Pre Prep Individual Intimate Care Plan

Child's Name	
Date of Birth	
Date of Plan	
Planned Review Date	
Name and role/relationship of people completing this plan:	

Family Contacts

Parent/Carer 1:	Parent/Carer 2:
Relationship to Child:	Relationship to Child:
Telephone Number:	Telephone Number:
Email:	Email:
Sibling Names:	

Health Care Contacts

Health Visitor	
GP	
Specialist Nurse/Consultant	

Education Contacts

Class Teacher	
Class Teaching Assistant	
SENDCo	
Other Support Staff	

Child Information

Interests:

Key Need(s):
Relevant Conditions:
Details of Continence Goals:
Details of Medication:
Management of Relevant Routines and Procedures <i>(What support is required? Does any specific language need to be used for consistency with home? Are any reward incentives used?)</i> :
Details of Staff Training Undertaken/Required:
Arrangements for Outside the Classroom Environment <i>(E.g. PE, Trips)</i> :
Use and disposal of continence products and aids <i>(where to locate new/spare equipment and</i>

<i>arrangements for soiled underwear/clothes):</i>
<i>Dealing with emergency situations (what would constitute an emergency situation for the child and what action should be taken):</i>

Name of Child:	
Signature of Child:	Date:
Name of Parent/Carer:	
Signature of Parent/Carer:	Date:
Name of Bedales Pre Prep Staff:	Role of Staff Member:
Signature of Staff Member:	Date:

When completing the Intimate Care form, involve the child wherever possible to ensure their voice is heard and they feel part of the decision making. Give choices and options where possible and ask the student about any preferences when someone helps them with their intimate care. Treat every student with dignity and respect and ensure privacy appropriate to the student's age and situation.

Appendix 5 – Developmental Stages of Toileting Self-Care

Developmental Stages of Toileting Self-Care – Information for Parents

Independent Self-Care

It is generally expected most children will be toilet trained and no longer routinely using nappies before they begin at Bedales Pre Prep. However, we recognise children will join us having reached differing levels of independence and development in toileting and self-care. For more information, the Enc website has a wealth of information and guidance. [Information and advice - ERIC](#)

Please ensure children are wearing appropriate clothes that will not hinder them toileting independently, e.g. no trousers with buttons, dungarees, playsuits etc. We are keen to support your child's independence no matter the stage your child is at.

Below are Age band Expectations taken from Birth to Five, Development Matters and the Early Learning Goals.

	Development Matters (Children will)	Birth to Five Matters (What a child might be doing in each range)
Birth to 3	<ul style="list-style-type: none"> - Learn to use the toilet with help, and then independently. - Show an increasing desire to be independent, such as dress or undress themselves. 	<p>Range 2 12-18 months</p> <ul style="list-style-type: none"> - Actively cooperate with nappy changing, dressing/undressing. - Start to communicate regarding urination and bowel movement. <p>Range 3 18-24 months</p> <ul style="list-style-type: none"> - Clearly communicate wet or soiled nappy or pants, showing increasing awareness of bladder and bowel urges. - Help with dressing/undressing and care routines, enjoying the rituals established for hand washing. <p>Range 4 24-36 months</p> <ul style="list-style-type: none"> - Develop some independence in self-care and show an awareness of routines such as handwashing but still often needs adult support. - Develop an increasing understanding of and control of the bowel and bladder urges and starts to communicate their need for the preferred choice of potty or toilet. - Able to help with, and increasingly independently put on and take off, simple clothing items such as hats, unzipped jackets, wellington boots. <p>Range 5 36-48 months</p> <ul style="list-style-type: none"> - Working towards a consistent, daily pattern in relation to toileting routines and understands why this is important. - Gain more bowel and bladder control and can attend to toileting needs most of the time themselves. - Dress with help, e.g. puts arms into open-fronted coat or shirt when held up, pulls up own trousers, and pulls up zipper once it is fastened at the bottom. <p>Range 6 48-60+ months</p> <ul style="list-style-type: none"> - Established a consistent, daily pattern in relation to toileting routine and can explain why this is important. - Usually dry and clean during the day. - Shows some understanding that good practices with regard to hygiene can contribute to good health.
<u>3 and 4 Year Olds</u>	<ul style="list-style-type: none"> - Be increasingly independent in meeting their own care needs, e.g. using the toilet, washing and drying their hands thoroughly. - Be increasingly independent as they get dressed and undressed, for example, putting coats on and doing up zips. - Manage their own needs - Personal hygiene. 	
Reception	<ul style="list-style-type: none"> - Manage their own basic hygiene and personal needs, including dressing, going to the toilet and understanding the importance of healthy food choices. 	
ELG	Please note these all refer to daytime toileting only.	