



**Date approved:** June 2020

**Changes made:**

**July 2024** – Reviewed policy to deem fit for purpose for 2 Year old provision, formatting altered, added section regarding parent/carers responsibilities P4.

## Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play
- When a child requires support and assistance changing for physical activities.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within Belle Vue Primary School Early Years Foundation Stage (EYFS – Reception, Nursery 3 and Nursery 2).

## Aims

- To include all young children in activities regardless of their ability to manage their own personal care.
- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration.
- That no child is discriminated against.

## Definition of Intimate Care

*‘Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body’*

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a toilet
- cleaning / wiping / washing intimate parts of the body.
- application of medical treatment, other than to arms, face and legs below the knee

## Definition of Personal Care

*‘Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation’*

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts

- prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation, or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect.

Staff involved with intimate care of pupils need to be sensitive to individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation.

### Toilet Training

Starting at Belle Vue EYFS staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones in the EYFS there is wide variation in the time span in which children master the skills involved in being fully toilet trained.

We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained but respond well to a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
- fully toilet trained but has a serious disability or learning difficulty
- in need of additional support due to development delays.
- SEND and require help with some or all aspects of their personal care.
- Toilet trained but may have accident due to a medical condition

### Requirements necessary whilst changing children

The provision of:

- hot running water and soap (antibacterial where possible)
- toilet rolls
- bowl/bucket
- paper towels/cloths
- disposable gloves
- nappy bags/sacks
- cleaning equipment
- bin
- a supply of spare underwear, clothing and wipes

Checks will be made beforehand to ensure that there are suitable facilities for intimate care available on school trips and timetabled school activities.

### Safeguarding

At Belle Vue EYFS we will:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- be aware of any recording requirements of toileting of pupils.
- follow procedures and guidelines for intimate care
- carry out a risk assessment of the toileting process and areas used
- consider if a child soils themselves then what additional support may the child and staff need
- encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the child as far as possible in his or her own intimate care
- record this in individual contact books informing parents
- ensure other staff are aware of the task being undertaken
- ensure staff are familiar with BPS's safeguarding policy including the section on allegations against staff
- inform another member of staff, should a child need help that they are going to do this
- ensure all staff are up to date with their safeguarding training

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school policies and procedures.

If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately.

An intimate care slip will be completed and given to the child to take home. Wet/soiled clothes will be placed in a nappy sack and placed in the child's bag to take home. The incident will be recorded on school's accident list and kept as a record.

### Health and Safety

This should include:

- staff to wear disposable gloves whilst changing a child
- soiled clothing or underwear to be disposed of appropriately
- toilet areas to be left clean
- hot water and soap available to wash hands as soon as changing is done
- paper towels are available to dry hands.

### 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.

## Informing Parents and Carers

In the event that a child is changed during the school day the following slip will be sent home.

Dear Parents/Carers,

Your child \_\_\_\_\_soiled/wet themselves today.

They changed their clothes independently

They changed their clothes with support

They were changed by an adult

In accordance with our policy the incident has been recorded.

In your child's bag you will find soiled/wet clothes. If your child has been provided with spare school clothes could you kindly return them after they have been laundered.

Thank you.

Yours sincerely,

Mrs S. Richardson

EYFS Lead

Related Documentation:

Policy written with reference to "eric" The children's bowel and bladder charity -  
<https://eric.org.uk/intimate-care-policy-for-nurseries-school-and-colleges/>

Safeguarding and Children Protection Policy  
Confidential reporting (Whistle Blowing) Policy  
Health and Safety Policy