



Intimate Care Procedure

Berrow Primary Church Academy

- Writes a personalised Intimate Care Plan for children who require specific intimate care at school/preschool (i.e. more specific requirements than toilet training at preschool).
- Plan with the child or young person and family prior to admission to ensure that intimate care is provided with dignity and respect;
- Understands the importance of working towards independence.
- Ensures any plan specifically written to meet a child's exceptional personal or medical needs is clearly recorded to ensure clarity of roles, responsibilities and expectations.
- Takes into account the views of the child or young person and the parents and carers in drawing up an Intimate Care Plan;
- Reviews Intimate Care Plans at least annually or more frequently depending on the development of the child, changes in therapeutic or medical needs or at the request of parents and carers;
- Ensures that staff working with children and young people requiring intimate care will have enhanced DBS disclosures, access to training in Somerset Child Protection Procedures and Health and Safety training, as appropriate;
- Recognises that the provision of appropriate equipment, privacy and respect is vital;
- Ensures that other children respect the privacy and care of the young person concerned;
- Works in partnership with parents and other professionals in providing the best possible care for children who may need invasive or personal procedures. The cooperation of parents/carers and professionals in providing information to best support children whilst in school/preschool.

In providing intimate care Berrow Primary Church Academy has a due regard to the guidance laid down in the following documents:

- Access to Education for Children with Anxiety, Health and Medical Needs (Managing Medication in School)
- Somerset Child Protection Procedures
- Somerset Health and Safety Procedures
- Somerset Risk Assessment Procedures
- Somerset Integrated Children's Equipment Service Protocols

Toilet training

No child is excluded from participating in the preschool or school who may, for any reason, not yet be fully toilet trained or who may still be wearing nappies or equivalent. We work

with parents to support their child with their toileting needs as and when developmentally appropriate for their child.

Toilet training is seen as a self-care skill that children have the opportunity to learn, where appropriate, with the full support and non-judgemental support of adults.

These procedures are written in line with current guidance Early Years Foundation Stage – (EYFS). The Headteacher and Preschool Lead is responsible for ensuring all staff understand and follow these procedures.

Procedures

- In preschool, children's nappies/pull ups are checked and changed at least once per three hour session, more often as required and these times are recorded on eyLog. Families can access this information via the eyParent app. Children in school with Intimate Care Plans, a log is completed on MyConcern.
- Children are encouraged to use the toilet regularly throughout the day and supported if needed.
- Changing mats are provided in children's toilets. These provide safe areas to lay young children if they need to be changed.
- Appropriate PPE is used by staff members (i.e. aprons and gloves). Staff members thoroughly wash their hands after each change.
- All staff are familiar with the hygiene procedures and carry these out when changing children.
- Staff ensure that changing is relaxed and a time to promote independence in young children.

- Children are required to wash their hands with soap and water after being changed or using the toilet.
- Children who are toilet trained can access the toilet when they have the need to and are encouraged to be independent.
- Children should have spare supplies in their school bag suitable for the length of their session. After each change, nappies and pull ups pants are disposed of in the nappy disposal bin. Reusable underwear that has been wet/soiled can be bagged and sent home at the end of the child's session. Heavily soiled/offensive underwear may be disposed of by staff in the nappy disposable bin.