



ST FRANCIS SCHOOL

D1 EYFS Intimate Care and Nappy Changing Policy

1. Policy Statement

St Francis School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

2. Definition

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up after a child has soiled him/herself) to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member's duty of care. In the cases of a specific procedure, only staff suitably trained and assessed as competent should undertake the procedure, (e.g. the administration of rectal diazepam).

3. Our Approach to Best Practice

- 3.1. The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.
- 3.2. Staff who provide intimate care are trained to do so (regular Child Protection and Moving and Handling, where appropriate) and are fully aware of best practice. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as he/she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- 3.3. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible, one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
- 3.4. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- 3.5. Prime times of the day make the very best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning.

4. Young children, intimate care and toileting

- 4.1. Wherever possible, key persons undertake changing young children in their key groups; back-up key persons change them if the key person is absent.
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- 4.3. Nappies and wipes are provided by Little saints nursery and will be of a mid range brand (normally a supermarket brand) If a parent/carer wishes to provide their own nappies, wipes and creams they may do so, but there will be no reduction in fees to reflect this.

- 4.4. If parents/carers wish to use reusable cloth, nappies and or wipes this will be accommodated.
- 4.5. Nappy changes will take place regularly, such as:
- after am snack
 - after lunch
 - after waking
 - after tea
- children will always be changed in between these times if needed, as children grow and develop they may stay dry for longer periods, if this is the case it will be recorded as so on the nappy chart.
- 4.6. A child could start in Reception wearing 'pull ups'. If this is the case, the Reception Teacher (Mrs Rachel Ashman) will work in partnership with the child's parents to ensure consistency between home and school in supporting the child with independence to use the toilet.
- 4.7. During intimate care procedures staff will:
- Inform the child of what they are going to do
 - ensure the child's dignity is maintained at all times
 - ensure that they are in full view and have told another member of staff what they are doing
 - wear the necessary PPE provided
 - not discuss in front of the child anything that might be considered a negative response to the situation.

5. Toilet training

- 5.1. Between the ages of 2-3 children may start to show signs that they are aware of being wet/soiled. When children show signs they will be actively encouraged to use the toilet during nappy changes. Each child develops at their own pace and parents are encouraged to wait until the child is ready for potty training. When you are ready to start toilet training we will support you and your child and keep you informed of their progress at nursery. Toilet training at home is very different to nursery in that there are many more children and distractions in nursery, it is not unusual for a child to take a little longer to be toilet trained in nursery than at home, if we feel that the child is not ready or is not coping with toilet training in nursery a meeting will be arranged with the key person and parent/carer to discuss a suitable solution.
- 5.2. Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- 5.3. They are encouraged to wash their hands and so soap and paper towels are always to hand.
- 5.4. If a child is wearing pull ups in Reception, these will be supplied by the parents, and stored in a named basket. Any younger children the nursery will provide the nappies or pull ups.
- 5.5. Once confident, children use the toilet when needed and are encouraged to be independent.
- 5.6. We ensure that using the toilet is relaxed and a time to promote independence in young children.
- 5.7. Members of staff do not wipe children's bottoms unless there is a need. Staff are always in the vicinity of the child to provide encouragement and reassurance to learn how to wipe themselves.
- 5.8. Parents are encouraged to provide a change of clothes, including spare pants/knickers, in case of accidents.

- 5.9. We keep a supply of spare clothes, school uniform/PE kit, that are clean, in good condition and are in a range of appropriate sizes.
- 5.10. All intimate cares are logged in Family app where the parents will have instant access to the information.

6. The Protection of Children

- 6.1. Staff providing intimate care will do so in line with the St Francis School Child Protection and Safeguarding Procedures that have been written in conjunction with the Wiltshire Safeguarding Children Board procedures and the South West Child Protection Procedures.
- 6.2. All children will be taught personal safety skills carefully matched to their level of ability, development and understanding.
- 6.3. If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to Maria Urbieta-Myers (Manager and DSL), Holly van Lochem (Nursery Deputy Manager and DDSL), Mrs Rachel Ashman (EYFS Co-ordinator and DDSL) or Mr Jonty Butler (Deputy Head and DSL).
- 6.4. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.
- 6.5. If a child makes an allegation against a member of staff, all necessary procedures will be followed (please see the St Francis School Child Protection and Safeguarding Policy).
- 6.6. All staff are required to confirm that they have read the St Francis School Child Protection and Safeguarding Policy and understand the need to refer to other policies the school may hold for clarification of practices and procedures.
- 6.7. Students on work placement will not change nappies unless it is on the request of their assessor and part of their CPD, in this case they will be supervised and guided by the room leader at all times.

Appendices:

Appendix 1: 'Permission for School to Provide Intimate Care' Form for parents (Reception)

Appendix 2: 'Record of Agencies Involved' Form (Reception)

Appendix 3: 'Record of Intimate Care Intervention' (Reception)

Appendix 4: 'Toilet Management Plan' (Reception)

Appendix 5: 'Working Towards Independence Record' (Reception)

Compiled by: RA and MU-M	Date: September 2022	Next revision: September 2025
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