

East Prescot Road Nursery School



Intimate Care Policy

2025

Introduction

At East Prescott Road Nursery School we strive for each child to develop their independence and to encourage a 'can do' attitude. This is true for all of our children and to develop that independence there may be times when guidance and support is required.

Our Intimate Care Policy has been developed to safeguard all of our children and the school staff. As we are a small school, all teaching and support staff have a potential role in this care.

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one off incident. Such activities can include:

- Toileting
- Feeding/Drinking
- Washing
- Changing clothes
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Principles of Intimate Care

Our policy is based on the fundamental principles that every child has the right to

- be safe
- personal privacy
- be valued as an individual
- be involved and contribute to their own intimate care to their best of their abilities
- express their views on their own intimate care that are appropriate and consistent

In addition to these rights for the child, we strive to work in partnership with the family and other professionals to work towards the child's self-care development.

Our Responsibilities

All members of our school and Little House staff working with children are vetted through enhanced DBS and in line with the Liverpool City Council and the school's Safeguarding Policy Framework.

All staff involved in working with children are familiar with:

- East Prescott Road Nursery School Code of Conduct (2024)
- Keeping Children Safe in Education Part 1 (DfE 2024)
- What to do if you are worried a child is being abused (DfE 2015)

All staff have signed to confirm they have read and understood how to discharge their responsibilities in response to statutory guidance.

Only those members of staff who are familiar with the intimate care policy would be undertaking any of the identified care routines.

Individual Intimate Care procedure

As we work through our admission procedure it may become clear that a child requires intimate care on a regular basis and an individualised intimate care procedure will be arranged with the parents/carers and, when appropriate and possible, with the child. In such cases, consent forms are signed by the parents/carers and kept in the child's file (in class).

The individualised intimate care procedure will be regularly reviewed as the child's needs changed and develop. We will actively seek the advice of health professionals to inform and develop the procedure as appropriate. Any amendments to the arrangements will be recorded and will be shared with everyone involved.

Only in an emergency would any member of the school staff undertake any aspect of intimate care that has not been agreed by the parents/carers. This act of intimate care would be alerted to the class staff, recorded on an 'Incident sheet'. Parents/Carers will be informed of the incident at the earliest possible time following the event.

If a member of the school staff has concerns about any aspects of the Intimate Care Policy or how it is carried out it must be reported to the Head teacher/Designated Safeguarding Lead and/or Deputy Safeguarding Lead.

Guidelines for Good Practice

All children have the right to be safe and be treated with dignity and respect. These guidelines are designed to safeguard the children and the school staff. They apply to every member of staff involved with the care of children. Young children and children with special educational needs can be especially vulnerable and adults need to be particularly sensitive to their individual needs.

We are fully aware that intimate care may be open to interpretation and that as professionals working with young children we have a duty of care to each other to keep our professional practices safe.

1. Involve the child in the intimate care

We try to encourage the child's independence as far as possible in his or her intimate care. In the rare occurrence of a child requiring regular nappy/pull up changing, cleaning or washing, the member of the school staff, will talk through what will be done and where possible give choices. These choices and procedures will be discussed with the parents/carers and recorded.

It is the responsibility of all members of the school staff caring for a child to ensure that they are aware of a child's method and level of communication. Depending on their ability and levels of stress children may communicate using different methods, words, signs, symbols, body movements, eye pointing, etc.

To ensure effective communication:

- Make eye contact at the child's level;
- Use simple language and repeat if necessary;
- Wait for a response;
- Continue to explain to the child what is happening even if there is no response;
- Treat the child as an individual with dignity and respect.

2. Treat every child with dignity and respect, ensuring levels of privacy appropriate to the child's age and situation

Intimate care will always be carried out in the classroom bathrooms within eyeshot and earshot of other members of the school staff.

- If a child appears to be distressed or uncomfortable when personal tasks are being carried out, the care should stop immediately.

Individual Intimate Care procedure

- Try to ascertain why the child is distressed and provide reassurance.
- Report any concerns to the DSL and complete an incident sheet a written or the child's Toileting Procedure.
- Parents must be informed about any concerns and these concerns used to review the intimate care procedure for a child.

3. Make sure practice in intimate care is consistent

As a child may have many different adults working with them over the course of a day a consistent approach to care is essential. Effective communication between all members of staff, parents/carers and professionals ensures that practice is consistent.

4. Be aware of your own limitations

Members of the school staff should only carry out activities that they understand and feel competent with. Some procedures must only be carried out by members of staff who have been formally trained and assessed. This will be highlighted in a child's individual intimate care procedure and appropriate staff named.

5. Promote positive self-esteem and body image

We strive for each child to be confident and self-assured. The approach an adult takes to intimate care can convey lots of messages to a child about their body and their individual worth. We are very aware that our attitude to a child's intimate care is important. We will approach routine care in a calm, efficient and relaxed manner, talking through what will happen, what is happening and what will happen next.

6. If you have any concerns you must report them

During intimate care procedures if members of the school staff observe any unusual markings, discolouration or swelling it must be reported immediately to Headteacher, Designated Safeguarding Lead and/or Deputy Safeguarding Lead. Any birth marks and naturally occurring characteristics will be reported on the child's individual intimate care procedure.

If a child is accidentally hurt during intimate care procedures and/or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the Headteacher/Designated Safeguarding Lead or Deputy DSL.

Report and record any unusual emotional or behavioural response by the child on an incident sheet. A written record of concerns must be shared with parents and kept in the child's personal file. It is important to note that in addition to the information in the Intimate Care Policy, reference should also be made to; East Prescot Road Nursery School Child Protection Policy, Behaviour Policy, and SEND Policy.

Individual Intimate Care procedure

Please detach the following 2 pages and return to your child's class teacher:

Name: Class (please circle): Rowan Birch Hazel Nurture Base D.O.B:
..... requires Brief description of the child's level of need with regard to toileting and intimate care.
..... has the following birth marks/distinguishing features Brief description of the child's bodily marks to compare to in the case of concerns.
..... needs the following for their intimate care Brief list of the resources required to complete the child's intimate care, nappies, pull ups, cream etc
..... has the following routine Brief description of the child's routine with regard to toileting and intimate care.
May we contact your G.P/Health Visitor/Liverpool Community Health Continence Staff? Details of GP, HV, any involvement of continence staff...
What will be the next steps for your child to move them forward with their toileting skills?

Please return this page also

Individual Intimate Care procedure

- I understand that the school staff have current enhanced DBS checks and hold appropriate professional qualifications for their role.
- I understand that my child will be given a level of support that meets their needs and respects their privacy and dignity.
- I understand that my child may require further cleaning once they are at home.
- I understand that this procedure will be regularly reviewed and that other professionals will be involved with my child's progress and development with regard to their toileting.

I give my permission for my child to receive appropriate intimate care when at school or on school activities.

Child's name: _____

Signature of person with parental responsibility: _____

Date: _____