**Bradgate Preschool Intimate Care Policy**

**Statement of intent**

At Bradgate Preschool we feel it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and the young persons' right to privacy and dignity is maintained at all times.

Bradgate Preschool understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age, medical needs or due to having SEND. In all instances, effective safeguarding procedures are of paramount importance.

**Bradgate Preschool is committed to providing intimate care for children in ways that:-**

* Maintain their dignity.
* Are sensitive to their needs and preferences.
* Maximise their safety and comfort.
* Protect them against intrusion and abuse.
* Respect the child’s right to give or withdraw their consent.
* Encourage the child to care for themselves as much as they can.
* Protect the rights of all others involved.

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

* DfE (2024) ‘Keeping children safe in education’
* EYFS Statutory Framework for Group and school based providers
* Equality Act 2010

**What is intimate care?**

**Intimate care** is the hands-on, physical care in personal hygiene , as well as physical presence or observation during such activities.

**Intimate care includes the following:**

* Body bathing other than to the arms and face, and to the legs below the knee
* Application of medical treatment other than to the arms and face, and to the legs below the knee
* Toileting, wiping and care in the genital and anal areas
* Dressing and undressing
* Cleaning a pupil who has soiled him/herself, has vomited or feels unwell.

**Roles and responsibilities**

The **Preschool Manager** is responsible for:

* Ensuring that intimate care is conducted professionally and sensitively.
* Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO.
* Ensuring that the relevant training is arranged and carried out by those responsible for undertaking the intermate care.
* Communicating with parents in order to establish effective partnerships when providing intimate care to children.
* Handling any complaints about the provision of intimate care in line with the school’s **Complaints Procedures Policy.**

**All members of staff who provide intimate care** are responsible for**:-**

* Undergoing appropriate training (where needed) for the provision of intimate care.
* Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

**Parents** are responsible for:

* Liaising with the preschool to communicate their wishes in regard to their child’s intimate care.
* Providing their consent to the preschool’s provision of their child’s intimate care.
* Adhering to their duties and contributions to their child’s intimate care plan, as outlined in this policy.

**Procedures for intimate care**

* Staff will explain to the child what is happening before a care procedure begins.
* Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing.
* Intimate care will take place within the toilet area of the preschool.
* If needed, children will be encouraged to sit/lay on the changing platform themselves with lifting from the adult at a minimum
* Intimate or personal care procedures will not involve more than one member of staff unless the child’s care plan specifies anything different.
* If the designated member of staff for a child’s intimate care is absent, a secondary designated member of staff will change the child, adhering to the arranged routines.
* Staff, will consult with colleagues where any variation from agreed procedure/care plan is necessary, record the justification for any variations to the agreed procedure/care plan and share this information with the child’s parents/carers.
* Staff, will consider the supervision needs of the child and only remain in the room where their needs require this.
* Staff will not assist with intimate or personal care tasks which the child is able to undertake independently.
* Stock is kept to ensure there will be clean underwear, wipes and any other individual changing equipment necessary if the child is without.
* Before changing a child, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.
* Hot water and soap are available for staff to wash their hands before and after supporting a child
* The changing area will be cleaned appropriately after use with an antibacterial solution.
* Any soiled clothing will be placed in a tied plastic bag and will be returned to parents at the end of the school day.
* Any soiled/wet nappies will be placed into a tied nappy bag and be disposed of in the nappy bin located in the disabled toilet in the ‘Children’s and families wellbeing centre’
* Any bodily fluids that transfer onto the changing area will be cleaned appropriately.
* If a pupil requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the **Administering Medication Policy**, and full parental consent will be gained prior to this.
* All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
* Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.
* Where intimate care has been provided, the person carrying out the care will complete a Tapestry care diary note or entry stating what care has been given.

**Intimate Health Care Plans**

This includes a clear written guideline for staff to follow when supporting a child’s personal care requirements. It will be completed, to ensure that staff follow correct procedures and are protected from false accusations of abuse. All relevant parties will have input into the child’s care plan, this will include the child’s parents, and/or any other relevant health care professionals.

**Written guidelines will specify: -**

* Number of staff needed to carry out the care
* The child’s preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
* The child’s level of ability, i.e. what procedures of intimate care the child can do themselves
* The procedure for monitoring and reviewing the intimate care plan
* Who will carry out the care
* What, if any training / assessment staff might require.
* What equipment / resources will be required to undertake the personal care.
* What resources will be used (Cleansing agents used or cream to be applied)
* How equipment / waste will be disposed of.
* How the child’s clothes, if soiled, will be returned to the parents.
* What Infection Prevention measures are in place?
* What the staff member will do if the child is unduly distressed by the experience, or if the staff member notices marks or injuries.
* Arrangements for care during school trips

**Parental engagement**

For children on an Intimate Care Plan or coming to the setting in Nappies/pullups, parents will be asked to supply the following items:

* Wipes
* Nappy’s or pullups
* Nappy bags
* Spare clothing
* Spare underwear
* Creams/medication
* Equipment to support the medical need noted on the health care plan

**Trips**

* Bradgate Preschool will make reasonable adjustments to accommodate any child with additional needs, including continence support, to allow them to access day trips and experiences away from the setting.
* Prior to booking a venue the preschool manager (Sarah Dronfield) will liaise with the SENCO (Vicky Marchant), the child’s parents and involved professionals to ascertain the needs of the child, the facilities available on site and consider any reasonable adjustments that may be required. These requirements will be included on the trips risk assessment to document the control measures necessary to ensure the health, safety, and wellbeing of the child.

**Safeguarding procedures**

Bradgate Preschool adopts rigorous safeguarding procedures in accordance with the **Child Protection and Safeguarding Policy** and will apply these requirements to the intimate care procedures.

Bradgate Preschool will ensure that all adults providing intimate care have undergone an enhanced DBS check enabling them to work with children.

All members of staff will receive safeguarding training on a regular basis, and receive child protection and safeguarding updates as required, but at least annually.

All members of staff are instructed to report any concerns about the safety and **physical or psychological**

**well-being** of children with regards to intimate care, including any unusual marks, bruises or injuries, to the **DSL** in accordance with the safeguarding policy and the **Whistleblowing** **Policy**.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the **Child Protection and Safeguarding Policy** and the **Allegations of Abuse Against Staff Policy**.

Information within the child’s intimate care plan will be stored confidentially, and only the parents and the staff responsible for carrying out the child’s intimate care will have access to the information.

If no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents will be contacted by phone to inform them that intimate care has been given.

Any changes that may need to be made to a child’s intimate care plan will be discussed with the parents to gain consent and will then be recorded in the written care plan.

Updated – September 2024

To be reviewed – September 2025

**Intimate Care Plan Agreement**

**The parent;**

 I agree to ensure that the child is changed at the latest possible time before being brought to

School

 I will provide school with spare nappies, pull ups, wipes, nappy sacks (where needed) and a change of clothing

 I understand and agree to the procedures that will be followed when my child is changed at school

 I agree to inform the school should my child have any marks/ rash

 I agree to review arrangements should this be necessary

Signed …………………………………………………………………………………….. (parent/carer)

Name ……………………………………………………………………………. (parent/carer)

Date ……………………………………………………….

**The school:**

 We agree to change the child during a single session should the child soil themselves or become

uncomfortably wet

 We agree to monitor the number of times the child is changed in order to identify progress made

 We agree to report should the child be distressed, or if marks/ rashes are seen

 We agree to review arrangements should this be necessary

Signed…………………………………………………………………………………… (school member of staff)

Name…………………………………………………………………………………….. (school member of staff)

Date…………………………………………………………………..

**Bradgate Preschool Intimate Care Plan**

|  |  |
| --- | --- |
| Name of Child |  |
| Type of intimate care needed |  |
| How often care will be given |  |
| What training staff will be given |  |
| Where care will take place |  |
| What resources and equipment will be used and who will provide them |  |
| How procedures will differ if taken on a trip or outing |  |
| Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan. | Sarah Dronfield |
| Name of parent or career |  |
| Relationship to child |  |
| Signature of parent or carer |  |
| Date |  |
| Review date |  |
| Signature of Preschool Manager |  |