

Mount Hawke Academy



Early Years Intimate Care Policy

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Statement of Intent

This policy has been devised to support pupils who enter the Early Years Foundation Stage who are not toilet trained, as well as pupils who have medical needs that mean they are required to wear a nappy.

We do expect all children to be toilet trained before they join unless there is a medical reason. However, Mount Hawke Academy is inclusive and as such we admit children who are not fully toilet trained.

At our school, all children are valued as individuals whilst being encouraged to learn and grow together; building your child's confidence in a safe, exciting and happy environment.

Our aim is to promote a positive attitude towards learning and working, whilst respecting each other. This enables children to achieve their full potential.

Signed by

Principal

Date:

Chair of Governors

Date:

1. Responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Early Years Intimate Care Policy of Mount Hawke Academy.
- 1.2. The Governing Body has overall responsibility for ensuring that the physical Early Years Intimate Care Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.3. The Governing Body has responsibility for handling complaints regarding this policy as outlined in Mount Hawke Academy's complaints policy.
- 1.4. The Head of School will be responsible for the day-to-day implementation and management of the Early Years Intimate Care Policy of Mount Hawke Academy.
- 1.5. Staff, including teachers, support staff and volunteers, will be responsible for following the Early Years Intimate Care Policy.

2. General principles

- 2.1. Mount Hawke Academy is not responsible for toilet training in the Early Years Foundation Stage.
- 2.2. Mount Hawke Academy is not responsible for providing disposable nappies, wipes or creams. Parents are required to provide these each day where necessary.
- 2.3. For children where there is no medical need and pre-agreed SEND plan - Early Years Foundation Stage support staff will change the pupil's wet or soiled clothing if necessary. If a parent can be contacted and is able to attend school in a short space of time, then that is preferable. Children should not be left for long in soiled clothes. It is also preferable for smaller incidents to be dealt with by the child, with the use of wipes and spare clothes. Staff will need to make a professional judgement on this.
- 2.4. Parents are required to provide spare clothing, even if their child is toilet trained, in case of accidents.
- 2.5. Parents should change their child at the latest possible time before bringing them to Mount Hawke Academy.
- 2.6. Nappy changes will be recorded
- 2.7. If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.

3. Health and hygiene

- 3.1. To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident.

- 3.2. The changing area will be cleaned after use.
- 3.3. Children will be changed in the disabled changing room/toilet. A changing mat and disposable blue roll paper are available in the changing area.
- 3.4. Hot water and liquid soap are available to wash hands as soon as the task is completed.
- 3.5. A hot air dryer/paper towels are available for drying hands.
- 3.6. Soiled nappies will be placed in a nappy sack and put in a dedicated nappy disposal bin.

4. Safeguarding

- 4.1. Should marks, bruises or injuries be found on a child when changing their nappy, staff members are required to follow the Safeguarding Policy and report it to the Safeguarding Officer.
- 4.2. Further details can be found in the Safeguarding Policy.

5. Health conditions

- 5.1. If a pupil requires cream to be administered, this will be dealt with under the Supporting Pupils with Medical Conditions Policy but the general principle is that parents must sign the Personal/Intimate Care and Toileting Parental Consent (below) for the administering of intimate medicines, including creams.

6. Appendix 1 - Personal/Intimate Care and Toileting Parental Consent

(Form to be completed by EYFS Manager or SENCO and signed by parents/carers.)

Name of child:	DOB:
Class/Teacher Name:	

Care required and how often during the school day:

Member(s) of staff who will carry out the tasks - all staff need to be aware of the Intimate Care Policy in place and need to sign that it has been read and understood.

Name:	Signature:
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Where will the tasks be carried out:

What equipment/resources will be required to safely carry out the procedures:

What infection control procedures are in place:

What disposal procedures are in place:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

I/We have read the Intimate Care Policy provided by the educational establishment that my child attends. I/We give permission for the named member(s) of staff to attend to the care needs of my/our child and are in agreement with the procedures proposed.

Name of Parent	Signature	Date
Head/SENCO	Signature	Date