

## Early Years Toileting and Intimate Care Policy

This policy is written in line with current guidance for Early Years Foundation Stage – (EYFS). The following are the areas of EYFS guidance which apply:

- A unique child – 1.2 Inclusive practice 1.4 Health and well-being
- Positive relationships - 2.2 Parents as partners 2.4 Key person
- Enabling environments - 3.2 Supporting every child

The Class teachers are responsible for ensuring all staff understand and follow these procedures.

### Policy statement

It is preferable that children are toilet trained before attending London Fields Foundation Stage. However, no child will be excluded from participating in the Foundation Stage who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent.

To facilitate this

- Work will be carried out with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- Toilet training is seen as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

This policy should be read in conjunction with the school's policies as below (or similarly named):

- Safeguarding policy and child protection procedures
- Staff code of conduct and guidance on safer working practice
- 'Whistle-blowing' and allegations management policies
- Health and safety policy and procedures
- Special Educational Needs policy
- Policy for the administration of medicines

### Definition

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some pupils are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence as well as more ordinary tasks such as help with washing, toileting or dressing.

### Best Practice

1. Pupils who require regular assistance with intimate care have written Individual Education Plans (IEP), health care plans or intimate care plans agreed by staff, parents/carers and any other professionals actively involved. Ideally the plan should be agreed at a meeting at which all key staff and the pupil should also be present wherever possible/appropriate. Any historical concerns (such as past abuse) should be taken into account. The plan should be reviewed as necessary, but at least annually, and at any time of change of circumstances, e.g. for residential trips or staff changes (where the staff member concerned is providing intimate care). They should also take into account procedures for educational visits/day trips. Where relevant, it is good practice to agree with the pupil and parents/carers appropriate terminology for private parts of the body and functions and this should be noted in the plan.

2. Where a care plan or IEP is **not** in place, parents/carers will be informed the same day if their child has needed help with meeting intimate care needs (eg has had an 'accident' and wet or soiled him/herself). It is recommended practice that information on intimate care should be treated as confidential and communicated in person where possible otherwise by telephone or sealed letter.
3. Accurate records should also be kept when a child requires assistance with intimate care; these can be brief but should, as a minimum, include full date, times, who was present and any other relevant comments.
4. All pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each individual pupil to do as much for his/herself as possible.
5. There must be careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc) to discuss their needs and preferences. Where the pupil is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure. Staff who provide intimate care should speak to the pupil personally by name, explain what they are doing and communicate with all children in a way that reflects their age
6. An individual member of staff should inform another appropriate adult when they are going to assist a pupil with intimate care. Intimate care should be undertaken with a minimum of two adults in attendance so as to safeguard both the adults and the child. Where this is not possible the member of staff conducting the intimate care should inform another adult of the assistance they are providing, where they are providing it and ensure that the door to the space is left open.
7. The religious views, beliefs and cultural values of children and their families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.
8. Adults who assist pupils with intimate care should be employees of the school, not students or volunteers, and therefore have the usual range of safer recruitment checks, including enhanced DBS checks.
9. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.

## **Child Protection**

1. The school's child protection procedures will be adhered to.
2. From a child protection perspective it is acknowledged that intimate care involves risks for children and adults as it may involve staff touching private parts of a pupil's body. In this school best practice will be promoted and all adults (including those who are involved in intimate care and others in the vicinity) will be encouraged to be vigilant at all times, to seek advice where relevant and take account of safer working practice.
3. Where appropriate, pupils will be taught personal safety skills carefully matched to their level of development and understanding.
4. If a member of staff has any concerns about physical changes in a pupil's presentation, e.g. unexplained marks, bruises, etc s/he will immediately report concerns to the Designated Senior Person for Child Protection or Head teacher in accordance with the school's child protection procedures.
5. If a pupil becomes unusually distressed or very unhappy about being cared for by a particular member of staff, this should be reported to the class teacher or Head teacher. The matter will

be investigated at an appropriate level (usually the Head teacher) and outcomes recorded. Parents/carers will be contacted as soon as possible in order to reach a resolution. Staffing schedules will be altered until the issue/s is/are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

6. If a pupil, or any other person, makes an allegation against an adult working at the school this should be reported to the Head teacher (or to the Chair of Governors if the concern is about the Head teacher) who will consult the Local Authority Designated Officer in accordance with the school's policy: Dealing with Allegations of Abuse against Members of Staff and Volunteers. It should not be discussed with any other members of staff or the member of staff the allegation relates to.
7. Similarly, any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head teacher or to the Chair of Governors, in accordance with the child protection procedures and 'whistle-blowing' policy.