



# Holyoakes Field First School

## Intimate Care Policy

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## Introduction

Increasing numbers of children are admitted to Early Years settings and Primary Schools with delayed continence issues. These may result from a range of factors including developmental delay and health-related causes. Delayed continence is not necessarily linked to learning difficulties. Owing to their developmental stage or for health reasons, some children may still be in nappies when attending Early Years Foundation Stage settings and classes in schools. They may have occasional incidents of wetting or soiling themselves. Children of all ages may experience continence issues often related to their age or stage of development; for some children, incontinence may be a life-long condition.

All settings must make reasonable adjustments to meet the needs of each child (Equality Act 2010, Chapter 2 Section 20). Children should not be excluded nor treated less favourably because of their incontinence. Admissions Policies cannot require a child to be continent as a condition of admission.

This policy/guidance does not cover more complex health conditions where, for example, catheters or colostomy bags may be in use. Advice regarding these health conditions should be sought from NHS professionals and trained volunteers.

## **Aims of Policy**

- To provide clear guidelines for all staff on procedures that maintain a professional approach appropriate to the age, developmental stage and needs of the child.
- To support staff to meet the holistic needs of children including the development of continence and independence.
- To establish good practice in the care of children with management of intimate care needs.
- To ensure that children are treated with dignity and respect by those adults responsible for them.
- To ensure good safeguarding practice to protect children, staff, and volunteers.
- To establish partnership working between the child, the child's parents/carers and professionals involved.



## Context

The majority of children are continent before starting school. However, with the growth in numbers of pre-school settings and the advance of the inclusion agenda, there are more children in mainstream settings who are not fully independent in terms of their self-care. Some children remain dependent on others for support with their intimate care, whilst others progress quickly towards independence.

Delayed continence may inhibit a child's sense of inclusion in school and there is a stigma associated with wetting and soiling that can cause stress and embarrassment to the child and family concerned. They may also miss out on learning opportunities due to time spent managing their intimate care needs.

The Early Years Foundation Stage Framework 2021 has a goal of "manage their own basic hygiene and personal needs, including dressing and going to the toilet". Adults working with this age group plan a programme with the aim of achieving this goal, where this need is identified.

### **Children with delayed continence and associated medical conditions**

Children with delayed continence are a very diverse group. Each child needs to be treated as an individual but in broad terms, the children who will need support with continence and intimate care may be:

Children who need support with continence development	The child may be developing at an expected rate but at a slower pace.
Children with some developmental delay	The child will be in an early years or mainstream setting but may have delayed continence development. This child may have a diagnosed condition or be undergoing investigations
Children with physical disabilities or continence-associated medical conditions	The child may have a diagnosed condition such as Spina Bifida, Cerebral Palsy or Autism.
Children with behavioural or emotional difficulties	The child may exhibit developmental delay in continence, or may develop incontinence.

## **Environment**

The Early Years Foundation Stage Statutory Guidance (2021) states that, "there should be suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of clean bedding,



towels, spare clothes and other necessary items are always available." (EYFS Statutory Guidance 2021 page 36).

In the case of children aged 5 years of age and over the requirement for providing adequate resources will be the responsibility of the parents/carers unless the child is at a Specialist Setting or has a specific disability, in which case the NHS may be supplying the resources either to the family or directly to school.

At Holyoakes Field First school, we maintain an emergency supply of adequate resources as detailed in the Intimate Care Plan. On occasions where, due to a considerable increase in need, these resources run low, parents may be requested to replace them.

### **The Equality Act (2010)**

The Equality Act 2010 (which replaced the Disability Discrimination Act 1995 and 2005) requires that all settings do not treat children and young people with disabilities less favourably; they must make reasonable adjustments to avoid putting those with disabilities at a substantial disadvantage.

The Equality Act (2010) defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day to day activities". It describes incontinence as an impairment which may affect normal day to day activities. Settings are under a statutory obligation to meet the needs of all children and therefore children should not be excluded from activities because of incontinence. Settings are expected under the Equality Act 2010 to make reasonable adjustments to support the needs of each child and young person.

The Statutory Guidance of the Early Years Foundation Stage (2021) requires settings to provide for equality of opportunity (paragraph 1.14) and to focus on each child's individual learning, development and care needs.

### **Safeguarding**

To ensure good safeguarding practice to protect children, everyone working with children should be aware that those with additional needs may be particularly vulnerable to abuse. At Holyoakes Field First School, all staff and volunteers are familiar with the Safeguarding Policy and have received regular safeguarding training. Staff are also aware of the guidance on safer working practices.



The normal process of assisting with intimate care, such as changing nappies, should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to ensure that abuse does not take place.

To minimise risk, at Holyoakes Field First School we ensure that:

- We have sufficient suitably trained staff to be able to deal with continence issues
- All staff members understand the need to be vigilant for any indication of inappropriate practice and report such concerns to the designated safeguarding leads
- If it is deemed appropriate for safeguarding reasons or due to the significant needs of the child, then appropriate precautions are incorporated into the child's plan e.g. two adults present when changing the child
- All adults working with children have enhanced DBS clearance and are closely supervised throughout any probationary period. Staff are only allowed unsupervised access to children once the probationary period has been completed to the supervisor's satisfaction
- Volunteers and students on long term placements with Enhanced DBS clearance are only involved in intimate care in the case of emergency, to support as a second adult
- All staff involved in changing nappies or supporting toileting are aware of the child's Intimate Care Plan and ensure that this is adhered to at all times. Any deviation from the plan should be reported and recorded in line with school procedures
- Parents are informed of any concerns that arise whilst changing children and these are recorded in accordance with school procedures
- The adult responsible for the child (e.g. class teacher) is made aware when a child is being taken to the toilet or having a nappy changed.
- Sensitive information about a child is only be shared with those who need to know, such as parents or members of staff who are specifically involved with the child. Other adults should only be told what is necessary for them to know to keep the child safe.

### **The Health and Safety at Work Act 1974**

The Health and Safety at Work Act 1974 states that:

- Employers have a duty to ensure as far as is reasonably practicable, the health, safety and welfare of all employees at work.
- Employers have a duty to carry out risk assessments where the risks at work are significant to employees or others.
- The employee has a duty while at work to take responsible care of the health and safety of himself and other people who may be affected by his acts.

Procedures for intimate care at Holyoakes Field First School will be carried out with due consideration of the health and safety of all staff and children.



## Procedures for continence management at Holyoakes Field First School

### **Intimate Care Plan**

The Intimate Care Plan will be used to record the needs of each individual child that requires continence management, along with actions to be taken agreed by the school and the parent/carer. If the health professional and/or school nurse is involved with the child, then they should also be involved in the drawing up of the Intimate Care Plan. Any change to the plan, including changes of staff, should be notified to all parties signing the plan. A record of intimate care should also be kept. School will also send a copy of the plan to any health professionals involved with the child.

The plan will be completed taking account of the following partnership working principles -

The parent/carer should:

- Agree to change the child at the latest possible time before bringing him/her to school
- Provide the setting with spare nappies/pull ups and a spare set of clothes if appropriate. School will have spare resources available for emergencies.
- Understand and agree the procedures that will be used when the child is changed at school - including the use of any wipes or the application of any cream. If provided by parents/carers, these should be sent into school in a named and sealed container. The school will follow their policies for administering medication where appropriate.
- Agree to inform the setting should the child have any marks/rash in line with the school's safeguarding procedures.
- Agree to notify the school if the child's needs change at any time, which will then be updated in the Intimate Care Plan.
- Agree to attend Intimate Care Plan review meetings.

The school should:

- Liaise with the parents to write the Intimate Care Plan, to include all necessary information (see Appendix 1).
- Record the frequency of changes throughout the day, including any information on rashes or marks, which is to be shared with the parent/carers.
- Review arrangements as and when necessary.

### **Facilities**

The EYFS statutory guidance requires "suitable hygienic changing facilities for changing any children who are in nappies" (Statutory Guidance EYFS 2021 Page 36). Where the school does not have a Bathroom Management Area (BMA) then the



school should, as a minimum, provide a changing mat and change the child on a suitable surface.

At Holyoakes Field First School, intimate care procedures will be carried out following this guidance, whilst taking into consideration the environment and the child's dignity. At all times the safety of the child and staff will be considered.

**Procedure for dealing with nappy changing to avoid cross contamination:**

1. Staff are to wash their hands appropriately;
2. Put on gloves
3. Child should be asked to lie down on the changing area if appropriate; an older child may be more comfortable standing up
4. Child can assist where appropriate to support their continence independence
5. Put soiled nappy/pull-up in nappy sack (or in an emergency, a plastic bag)
6. Spray and wipe the changing mat with appropriate cleaning agent
7. Put wipes, nappy/pull-up, sack, apron and gloves into a plastic bag
8. Wash hands thoroughly
9. Dispose of the plastic sack in the appropriate school/setting waste
10. Ensure the child washes their hands before being returned to class

Note: where it is known that the child is infected with a blood born virus all materials should be double wrapped in yellow clinical waste bags and arrangements made for the waste to be removed for incineration.

This procedure should be displayed in all areas where nappy changing will take place.



APPENDIX 1

Holyoakes Field First School		
Intimate Care Plan		
Name	Date of birth	Emergency contact number
Identified need		
Resources - provided by parent / carer	Cleaning wipes, pants, socks, trousers/skirt. To be in school daily.	
Resources- provided by school	Emergency supplies of cleaning wipes, pants, socks, trousers/skirt.	
Action to be taken	<ol style="list-style-type: none"><li>1. If a child has soiled or wet themselves then they will be changed as soon as it is noticed.</li><li>2. Child will be cleaned by staff and put in fresh clothing provided by the parents.</li><li>3. If the child is distressed then the parent may be called to support their child.</li><li>4. The procedures for changing will be followed by staff.</li><li>5. The incident will be recorded on a record of intimate care.</li></ol>	
Additional Information		
Signature of parent/carer and child (if appropriate)		
Signature of Senior Leader		
Signature of school nurse /health professional (if appropriate)		
Review date		





APPENDIX 2

For each child with an Intimate Care Plan, there should also be a record of intimate care.

Child's name	Date	Time	Comment	Signature of staff