St Paul's CE (VC) First School Coven

At St Paul's, our welcoming Christian community, accepts and enables all to flourish to achieve their God-given potential. We develop independent and resilient learners, who lovingly respect each other with care and kindness. All are invited to make a difference in the world in which they live following in the footsteps and teachings of Jesus Christ.

"Love your neighbour as yourself." - Luke 10:27

EYFS Intimate Care Policy September 2025

Intimate and Toileting Care Policy

All children at St Paul's have the right to be safe and be treated with dignity, respect and privacy at all times.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding and Health and Safety Policies.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2025 and the Equality Act 2010.

'Providers must ensure there is an adequate number of toilets and hand basins available. There should be separate toilet facilities for adults. Providers must ensure there are 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 any other necessary items is always available'

Staff at St Paul's will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- Adjustments will be made for any child who has delayed incontinence

General Principles

- Although all staff will support children and individuals with their toileting needs, the school is not responsible for toilet training in the Early Years Foundation Stage.
- The school is not responsible for providing disposable nappies or wipes. Parents are required to provide these each day where necessary.
- Staff will change a child's nappy or wet or soiled clothing and adhere to the individual toileting care plan.
- Parents are required to provide spare clothing for children who are not fully toilet trained.

- Parents of children who are wearing nappies should change their child at the latest possible time before bringing them to school.
- Nappy/pull-up changes will be recorded on an intimate care/changing tracker, performed by one staff with another member of staff in the near vicinity.
- If a child, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.
- Parents will be informed of any child who has an accident, has been changed or when a nappy/pull-up has been changed.

Health and Hygiene

- To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident.
- The changing area will be cleaned after use.
- Nursery children will be changed in the Nursery toilets. A changing mat will be available.
- Reception children will be changed in the Reception toilets.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- Paper towels are available for drying hands.
- Soiled nappies will be placed in a nappy sack and put in a dedicated nappy disposable bin.
- Soiled pants will be placed in a nappy sack and a plastic carrier bag and sent home with the child.

Dealing with body fluids

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by utilising a yellow bin held within the Nursery toilets.

When dealing with body fluids, staff wear protective clothing (disposable plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, staff will not rinse it.

Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

Safeguarding

- Should marks, bruises or injuries be found on a child when changing their nappy, staff members are required to follow the school's Safeguarding Policy and report it to the Designated Safeguarding Lead.
- All staff working in school have a DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.
- Staff are trained on the signs and symptom of child abuse, in line with Staffordshire's Safeguarding Children's Board(SSCB) guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given.
- If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately. The Safeguarding Policy will then be implemented.
- Should a child become unhappy about being cared for by a particular member of staff, the DSL/ EYFS Lead will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL/EYFS Lead will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)
- If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Intimate Care Tasks

Cover any tasks that involve the dressing and undressing, washing/cleaning including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Staff will support children in cleaning themselves after using the toilet and will encourage the children to be independent in this task. When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can through praise and encouragement.

Partnership with Parents/Carers

Staff at St Paul's work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan for children who require support with toileting. The care plan will set out:

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal) and agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:

- Spare nappies
- Wipes
- Nappy Sacks
- Moist tissue wipes
- Spare Clothes / underwear

Policy reviewed September 2025

EYFS Lead: Mrs Joanne Walsh