

Date agreed	Review Cycle	Due for review
Signed		

Intimate and Self-care Policy

Introduction

An increasing number of children are admitted to school with delayed continence issues. These may result from a range of factors including developmental and health-related causes. Owing to these problems, some children may be in nappies or have 'accidents' when incidents of soiling or wetting occur. Delayed continence is not necessarily linked to SEND. At Effra, we take children into the school provision from 2 years 10 months and at this point in time some children are just not ready for toilet training.

This policy does not cover more complex health conditions. Advice regarding complex problems must be sought from NHS professionals.

Effra Early Years Centre will always seek to make reasonable adjustments, with the boundaries of health and safety, to meet the needs of each child.

Aims

- To provide clear guidelines for all staff on appropriate procedures
- To highlight the importance of continence in the development of independence
- To establish good practice in the care of children with continence delay
- To safeguard the interests of children, staff, parents and carers

- To establish good practice for joint working between child, the child's parents / carers and all the professionals involved
- To maintain the dignity of the child at all times during routine nappy changing and toilet training activities.

Context

The majority of children are continent before starting nursery school. However, 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 for some-time whilst others quickly progress to independence. The advance in the inclusion agenda means that some children who have continence health issues will attend mainstream settings and their self-care will need a planned and carefully co-ordinated approach.

No child will ever be refused entry to Effra Early Years Centre provision because they are not toilet trained. The ethos of the centre is partnership working with parents and carers to ensure we can work together for the good of the child to support them on their journey to independence. This independence includes the self-care agenda.

Intimate care when changing nappies must be dealt with sensitively and staff will maintain the dignity of the child at all times.

This policy must be read in conjunction with the 'Safeguarding Children in Education Policy'- 2016

In Early Years Foundation Stage

Children with delayed continence are a very diverse group. Each child needs to be treated as an individual but in broad terms the children with continence delay are in the following groups:

1. Later developers	The child will be developing at a slightly lower pace
1. Children with some developmental delay	The child will have a developmental delay in continence, diagnosed or under investigation
1. Children with physical disabilities or continence related medical conditions	Some disabilities or medical conditions may result in long term continence delay and a Care Plan will be required
1. Children with social, emotional or behavioural issues	Delayed continence may be a symptom of social, emotional and behavioural difficulties

For children aged 0 to 5 statutory guidance states

‘There should be suitable hygienic changing facilities for changing any children who are in nappies and providers should ensure that an adequate supply of necessary items are available, and that they are always available’

We have a changing table in the accessible toilet in the nursery school toilets and two changing stations in the childcare provision.

(A box of supplies such as disposable gloves and aprons, clearly labelled will be kept in the toilets where children will be changed)

Safeguarding

We must consider both the children and the adults dealing with them.

- Adults dealing with children supporting them with continence related self-care will have an enhanced DBS /CRB
- The procedures in the Care Plan for those children for whom a care plan is relevant, will be adhered to by all adults dealing with the child
- In the event that unusual marks or bruises are evident when the child is changed staff should report their concerns to the Designated safeguarding lead or the deputy officer immediately.
- It is the responsibility of the head teacher / line manager to ensure policy and procedures are followed.

Health and Safety at Work Act

- Employers have a duty to ensure as far as reasonably practicable the health, safety and welfare of all employees at work
- Employers have a duty to carry 'risk assessments', where risks may be deemed 'significant'
- The employee has a duty to take responsible care of the health and safety of him/herself and other people who may be affected by his actions

Care Plans

The care plan will be in place for children who have more complex needs. The care plan will be agreed by the inclusion manager and the parent/carer.

The following partnership working principles will be adhered to:

The parent / carer will...

- Agree to change the child at the last possible moment before coming to school
- Provide the school with spare clothes and other resources that are necessary {ie. nappies, wipes}
- Understand and agree the procedures that will be used when the child is changed at school – including the use of cleansers and creams. If these have been provided by the parent / carer they should be sent to school in a named, sealed container
- Agree to inform the school if the child has marks or a rash
- Agree to notify the school if the child's needs change immediately
- Agree to attend any relevant meetings

The school will...

- Agree to change the child at the earliest opportunity should the child soil or become uncomfortably wet

Facilities

Our centre has a range of changing facilities including infant changing stations in the accessible toilet off the foyer area, changing stations within the childcare section and a changing station in the nursery school classroom bathroom, housed in the accessible toilet.

The school changing station has steps that the children are supported to use safely to restrict the need for adults lifting children. Within the childcare provision, children are frequently lifted by staff to a changing station, unless, due to health reasons a risk assessment is in place for the staff member preventing them from lifting.

The safety of the child and adult must be considered and must be of paramount importance.

Dealing with changing

This is not an exhaustive list but a minimum guideline for children who need to be changed occasionally.

- Wash your hands before and after changing
- Always wear a disposable apron and gloves and have a 'nappy' sack ready
- Child should be changed in a comfortable position for both adult and child and the child's nappy or pad should be changed and the child cleaned with wipes
- Soiled nappy / pad and wipes must be placed in the sack
- Clean the area where the child was changed
- Wash hands with gloves on
- Remove apron and gloves and place them in the sack
- Dispose of in the nappy bins provided on site
- Wash hands again and ensure the child also washes their hands

PLEASE NOTE: If a child is infected with a blood-borne virus and the care plan is complete and signed by stakeholders ALL materials must be double wrapped in yellow clinical waste bags and this material must be removed for incineration.

Attached is the Local Authority 'Infection Control and Communicable Diseases – Health and safety Guidance' Notes

