



St Thomas' CE Primary School

Intimate Care Policy

Policy review history

This policy will be reviewed every 5 years, or earlier if necessary.

Date	Comments/changes
Adopted and agreed: Summer FGB 2017	
Adopted and agreed: Summer FGB 2024	Added Medical Tracker recording information

Policy ratified by governing Body _____

Signature of Chair of Governors _____

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At St Thomas' CE Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.

We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At St Thomas' we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.

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 or pull-ups.

The School/Setting is inclusive and as such we admit children who are not fully toilet trained.

I. Responsibilities

- 1.1. The Governing Body has overall responsibility for the implementation of the Early Years Intimate Care Policy of St Thomas' CE Primary School.
- 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 the St Thomas' CE Primary School's complaints policy.
- 1.4. The Headteacher will be responsible for the day-to-day implementation and management of the Early Years Intimate Care Policy of St Thomas' CE Primary School.
- 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. The school is not responsible for toilet training in the Early Years Foundation Stage.
- 2.2. The school is not responsible for providing disposable nappies, wipes or creams. Parents are required to provide these each day where necessary.
- 2.3. Early Years Foundation Stage staff will change the pupil's nappy and wet or soiled clothing.
- 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 the school.
- 2.6. Nappy/pull-up changes will be recorded, performed by one staff and overseen by another staff.
- 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 Nursery toilets. 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 school's Safeguarding Policy and report it to the Safeguarding Officer.
- 4.2. Further details can be found in the School's Safeguarding Policy.
- 4.3. All intimate care incidents will be recorded on Medical Tracker.

5. Health conditions

- 5.1. If a pupil requires cream to be administered, this will be dealt with under the School's 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 I - Personal/Intimate Care and Toileting Parental Consent

(Form to be completed by EYFS Leader or SENDCO and signed by the party completing the form plus parents/carers.)

Name of child:	DOB:
Class/Teacher Name:	

Care required and how often during the school day:
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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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Name:	Signature:
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Name:	Signature:
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Name:	Signature:
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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:
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Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

I/We have read the Early Years Intimate Care Policy provided by St Thomas' CE Primary School.
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
SENCO	Signature	Date
EYFS Leader	Signature	Date

Signed by

_____ Headteacher Date: _____
_____ Chair of Governors Date: _____

Appendix I- Record of Intimate Care

Name of child	Date	Time	Comments	Staff involved	Signatures