



## **THE GODOLPHIN SCHOOL**

### **INTIMATE CARE POLICY (including EYFS)**

Last reviewed: September 2017

Next review: September 2018

Reviewed by: Head of Prep, Early Years Coordinator



## GODOLPHIN PREP

### INTIMATE CARE POLICY

#### **General Statement**

At Godolphin we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a member of staff takes responsibility to provide for their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, washing hands, hygiene etc. to develop their independence.

From time to time some children will have accidents and need to be attended to. Parents are asked to supply clean underclothes for their child and to leave their PE kits in school during the week so they have clean and comfortable clothes to change into. These are taken into the toilet facilities prior to changing. However, a supply of spare clothing is available if necessary and parents are asked to return them washed and ready to wear as soon as possible.

If a child has needed help with meeting intimate care needs (had an accident), this is treated as confidential and shared with the parents in person at the end of the day and/or via a message in their yellow book. Whenever possible intimate care is provided by the child's key worker.

#### **Staff Training**

All staff members are knowledgeable about intimate care/personal and social care. They are aware of their responsibilities, relevant policies and procedures are in place (including adhering to Child Protection, Health and Safety, Confidentiality). They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

#### **Intimate Care / Personal Care Plan**

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

The Nursery coordinator and Pre Prep coordinator ensure that any queries or concerns are addressed as soon as possible.

## **Practice**

Staff form strong, trusting relationships with the child and parents. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.

The child is encouraged to undertake as much of the procedure for themselves as possible, including cleaning intimate areas using appropriate wipes, dressing/undressing and hygiene.

The nursery toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.

Usually care is provided by the child's key worker or member of the pre prep team. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care. If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs. Usually another member of staff would be in the nursery classroom when care is provided in the nursery toilet area.

Staff log when they have changed a child, noting the date and time in the individual pastoral file and parents are informed when they collect their child.

## **Application of sunscreen**

We ask parents to provide a named bottle of sunscreen which is then kept in a basket near the nursery door. Sunscreen is applied 30 minutes before the children go outside in the mornings, before lunch and during the afternoon. Each time the adult would expect to use about a tablespoon of sunscreen to ensure sufficient coverage. The children are encouraged to do as much as they can independently but always with adult supervision and help. If a child does not have sunscreen in school, parental permission is sort to use the nursery sunscreen.

## **Working with Parents**

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

## **Working with Outside Agencies**

We work closely with outside agencies and utilise their knowledge and expertise where necessary.