

Mercia Primary Academy Trust



Early Years Intimate Care Policy

Policy Status and Review

Date:	June 2021
Review Date:	June 2023
Signed by Director:	
Date Signed:	

Statement of Intent

This policy has been devised to support pupils who enter the Early Years (Pre – School, Nursery and Reception) who are not toilet trained, as well as pupils who have medical needs that mean they are required to wear a nappy. MPAT schools are inclusive and as such we admit children who are not fully toilet trained.

Responsibilities

- The Governing Body has overall responsibility for the implementation of the Early Years Intimate Care Policy of MPAT Schools.
- 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.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the Mercia Primary Academy Trust complaints and compliments policy.
- The Early Years Coordinator will be responsible for the day-to-day implementation and management of the Early Years Intimate Care Policy of MPAT schools.
- Staff, including teachers, support staff and volunteers, will be responsible for following the Early Years Intimate Care Policy.

General Principles

- MPAT schools are not responsible for toilet training in the Early Years. However, we will support parents with this task and support good practice.
- MPAT schools are not responsible for providing disposable nappies, wipes or creams. Parents are required to provide these each day where necessary.
- Early Years (Pre school and Reception) support staff will change the pupil's nappy and wet or soiled clothing.
- Parents are required to provide spare clothing, even if their child is toilet trained, in case of accidents.
- Parents should change their child at the latest possible time before bringing them to the MPAT schools.
- Nappy changes will be recorded.
- If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.

Health and Hygiene

- To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident – Please see Infection Control Policy due to Covid 19.
- The changing area will be cleaned after use.
- Children will be changed in Nursery toilets. A changing table, mat and additional wipes are available in the changing area.
- 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 disposal bin.

Safeguarding

- Should marks, bruises or injuries be found on a child when changing their nappy, staff members are required to follow the Safeguarding Policy and report it to the Safeguarding Officer.
- Further details can be found in the Safeguarding Policy.

Health conditions

- If a pupil requires cream to be administered, this will be dealt with under MPAT schools 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.

Early Years Intimate Care Policy

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

A signed copy of this document is available from the office.

Version Control

Version	Date Approved	Changes	Reasons for Alterations
	07.12.2016	No changes.	
	July 2018	No Changes	
	4/11/19	Lark Hall changed to MPAT throughout document	
	07/10/20	Made reference to infection control policy for Covid	
	6.12.2020	Added table to changing resources.	Updated resource M Booth
	24.03.2021	Added a range of different formats.	Accessibility. C Cullen

Appendix 1 - Personal/Intimate Care and Toileting Parental Consent

Name of child:	DOB:
Class/Teacher Name:	

Care required and how often during the school day:

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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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:

Actions that will be taken if any concerns arise:

Parent's responsibility to provide:

I/We have read the Intimate Care Policy provided by the educational establishment that my child attends. 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
Headteacher/SENCO	Signature	Date

