



'Happy children aiming high!'



New Hartley First School

'A very caring and nurturing school in which the well-being of every child is paramount.'

'The quality of education continues to be good.'

Ofsted, June 2016

Intimate Care Policy

Status:	Statutory
Created/Reviewed	Summer 2011, 2013, 2015
Next Review:	Summer 2017

Rationale

The school is responsible for the care of all children, whatever their needs or difficulties, including children with learning and physical difficulties who have an increased dependency and require practical support with their intimate care needs at school.

Toilet training is a developmental stage that may create anxiety for the child and their parents and carers. Some children will be out of nappies between the ages of two and three, for others it may be later and, for some children, it may never happen.

We have defined Intimate Care as direct care of the child in terms of any personal care activity a child would normally be able to do for him/herself. These needs are no different to the needs of a child who is not disabled but there are differences in the nature, method and principles of fulfilling those needs.

Intimate care is a high risk activity in terms of abuse and it is particularly important that there are guidelines on Intimate Care, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear and approaches are as consistent as possible.

Therefore, our guidelines have the following goals:

- To outline good practice during intimate care tasks so we can distinguish between good and poor care practice
- To protect the children and the staff who are asked to carry out intimate care tasks

- To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that approaches to intimate care are not markedly different between individuals

Nappy changing is an opportunity for a one to one relationship between the adult and the child. It should be a positive experience with eye-to-eye contact and conversation taking place.

- Staff aim to encourage young children to become independent at toilet time. However, this is a learning process where staff will need to give help and assistance as and when appropriate e.g. if struggling with fasteners etc.
- Staff members need to respond positively, to give practical and emotional support to children to enable them to develop their self-help skills towards independence
- Children may ask for or require assistance to adjust and remove their own clothing when going to the toilet. Children will be encouraged to perform this task independently when appropriate
- Children may ask for or require assistance to wipe their bottoms. Children will be encouraged to perform this task independently when appropriate
- Children may close cubicle doors themselves for privacy. Staff would be advised to leave the door open if they enter a toilet cubicle to assist a child whilst respecting the child's need for privacy and dignity
- All children will be changed in privacy in a discreet area with all the necessary equipment at hand.
- Children will be treated with respect
- Children will only be changed by a fully cleared member of staff as soon as necessary. Volunteers will not be allowed to carry out this duty
- Cultural and religious needs will be taken into account at all times. Parents should inform staff of any particular needs
- Staff will inform other members of staff when intimate care is necessary
- Staff shall reassure children who need to be changed and help them to remain relaxed, comfortable and safe. They will be treated with respect at all times
- Children shall never be left unattended whilst being changed
- Staff should wear appropriate protective clothing when changing a child i.e. disposable gloves, apron
- Only creams supplied by the child's parents/carers will be applied

- A record should be kept of each change and stored confidentially