



Intimate Care Policy

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| Consultation that has taken place | Autumn 2013 | | | | |
| Date Formally Approved By Governors | Spring 2013 | | | | |
| Date policy Became Effective | | | | | |
| Review Date | Autumn 2016 | | | | |
| Person Responsible for Implementation and Monitoring | HT | DHT | | | |
| Other Relevant Policies | Inclusion SEN | Equalities | Child Protect | Behaviour | PHSCE |

Introduction:

The term intimate care refers to the changing of children when a child is wet or has soiled themselves and requires a change of clothing.

Rationale:

Our school is committed to the health and safety of its children and staff and will take appropriate action to safeguard their well-being.

Guidelines:

* 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 clothing etc.

* Staff members need to respond positively, to give practical and emotional support to children, to develop their self help skills towards independence.

* Children may ask for or require assistance to adjust and remove their clothing in the bathroom. Children will be encouraged to perform the task independently, where appropriate.

* Children may ask for or require assistance to wipe their bottoms. Children will be encouraged to perform this task independently.

* Children may close cubicle doors themselves for privacy. Staff would not be advised to enter a toilet cubicle and close the door to assist a child. Staff must assist children **whilst having regard for their own safety**, whilst respecting the child's need for privacy and dignity.

* Children in nursery will be changed in the nursery bathroom, children in Reception will be changed in the reception bathroom, children in Key stage 1/ Key Stage 2 will be changed in the school toilets or disabled toilet.

* All children will be changed as discreetly as staffing allows, with the necessary equipment to hand.

* Children will be changed by a fully cleared member of staff, as soon as possible. Volunteers will not be asked or allowed to carry out this duty.

* Cultural and religious needs will be taken into account and parents should inform staff of any particular needs.

* Staff will inform other members of staff when intimate care is necessary.

* Children will be changed in privacy, as appropriate, and treated with respect.

* Staff will reassure children who need to be changed and help them to remain relaxed, comfortable and safe.

* Staff must wear appropriate protective clothing when changing a child i.e. disposable gloves, apron etc. A nappy bin is available in the playgroup room.

* All age phases record the name of a child who has been changed (which has required more intimate care) and the date (see attached record).

Soiling:

* Solid waste is to be flushed away and the children to be changed as necessary. Nappies will be put in the nappy bin.

* If a child has soiled as a result of being ill, a parent or carer will be contacted to take the child home.

* If a child has soiled excessively and cannot be cleaned adequately with the schools washing facilities, and in dignity, a parent or carer will be contacted so the child can be washed in private..

Wet underwear:

* Children will be encouraged to remove wet clothing independently and assistance will be given where necessary. Children will be encouraged to dress themselves in dry clothing provided from the school's spare clothes. These are clearly labeled and kept on a shelf in both the nursery and reception bathrooms. Further spare clothes are kept on a shelf in the ladies bathroom for KS1.

* Wet clothing will be sent home to be washed (in a tied carrier bag).

Fully cleared members of staff :

* Nursery – Staff name(s) Tracy Gregory (Teacher) Jen Scott (LSA)

* Reception – Staff Name(s) Beverley Kidd-Scannell (Teacher), Vicky Turnbull (Teacher) Emma Stubbs (Teacher) Alison Crow (LSA), Louise Watson (LSA)

Year 1 Diane Rose (LSA)

* Dinner ladies(all full time members of school staff) – Names; Michelle Hardy, Debbie Rosby (Admin Officer)

*Christine McGreevy (SEN LSA)