



## Intimate Care Policy



### 'Every Child, Every Chance, Every Day'

<b>Reviewed By</b>	Aimee Reilly	Policy Owner	Oct 2023
<b>Approved by</b>	Cate Gregory	Head of School	Oct 2023
<b>NEXT REVIEW</b>			Oct 2025

**Shirley Infant School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times.**

This policy has been written to set out the procedures and best practice we will follow when providing intimate care for children with specific, diagnosed toileting needs, either nappy changing or in case they accidentally wet or soil him/herself. Toileting is something that is asked of every family when joining Shirley Infant School as part of our Year R questionnaire. This is to enable staff to correctly support children but to also make parent / carers aware of our toileting procedure and allow time for children to practise independent toileting over the summer holidays before joining us in Year R.

We are an inclusive school and do admit children who are not fully toilet trained but feel that it benefits the child if he/she /they is out of nappies by the time of starting school. At Shirley Infant School we have a Family Support Worker who is available to offer advice on where to find support with toilet training. We also have a school nurse who can help, referrals are done via the SENDCO with parents' consent. Parents / carers are advised to inform Shirley Infant School if there are any medical reasons why a child may need support with changing and intimate care.

Shirley Infant School recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress, pain or embarrassment. Staff will work in close partnership with parent/carers to share information and provide continuity of care.

### Questions and Answers

- **Who will change the nappy/wet/soiled clothing?**

Adults assigned to work with individuals who require support with intimate care. It is recommended that two members of staff are present to assist with intimate procedures. There may be an agreed number of changes with partner/carer per day.

### How might two members of staff present look?

- Verbally telling another member of staff that support is being given for intimate care and could they be nearby
- Narrating the process of intimate care being given for another member of staff to hear
- Member of staff standing outside of the toileting area (this will be needed if the assigned adult is working closely with the child e.g. a nappy change)

- **Where will changing take place?**

In the Year R toilet area if in Year R or a designated toilet, often of child or parent/carers choosing (Key Stage 1). The child will be consulted on how they wish to be supported with their intimate care. All children will be encouraged to have as much autonomy as possible. Staff will encourage each child to do as much for his/herself /themselves as possible. Best practice advises staff members, who are providing intimate care for pupils who are standing, should position themselves to the side of the pupil. It may be more appropriate for the adult to stand outside of the toilet and be able to talk/guide the child verbally from outside of the toilet area. This approach will be tailored to each child's toileting needs and level of support.

When a child is being changed their privacy is important. Other children will not be permitted to use the same toilet area as a child who is using to change in.

The nappy changes will be recorded on a chart kept with class teacher or assigned adult. This allows us to share information with parents/carers or external professionals.

- **What resources will be used?**

It can take around ten minutes to change an individual child. The resource allocation of staff time is an important consideration. Changing time can be an opportunity to promote independence and self-worth.

In practical terms toileting require the provision of (not all will be used per child):

- Hot running water and soap (antibacterial where possible)
- Toilet rolls
- Antiseptic cleanser
- Bowl/bucket
- Paper towels/cloths
- Disposable aprons and gloves
- Nappy bags/sacks
- Cleaning equipment
- Bin or nappy bin (depending)
- Wipes
- Spare clothes (it is always useful for each child to have their own spare clothes on their peg to change into for physical and emotional comfort).

- **How will the nappies will be disposed of?**

Put in a nappy sack and the sealed nappy bin will be emptied at the end of every day.

- **What infection control measures are in place?**

Staff will wear disposable gloves and aprons while dealing with the incident or changing a nappy.

Changing area will be cleaned after use.

Hot water and liquid soap is available to wash hands as soon as the task is completed.

Paper towels are available for drying hands.

Toilets are cleaned thoroughly at the end of every school day.

Hand gel is available in every classroom.

- **What happens if a child has an accident, who does not have a specific, diagnosed toileting need?**

The child is encouraged to find a member of staff who will provide them with clean, dry clothes (either the child's own PE kit or spare clothes from the school office). The child will change themselves in the toilet while the adult stands outside in the corridor to verbally support them if needed. The soiled clothes will be placed into a plastic bag and sent home at the end of the day. Adult supporting the child with the change will inform another adult that they are supporting a child who has had an accident.

- **What will the staff member do if the child is unduly distressed by the experience?**

Staff will comfort and reassure the child, talk through what they are going to do and how they are going to help/support them. Staff will make sure the child is calm before they change or support changing the child. Some children, as part of their individual provision, have a visual aids, now and next board, signs (Makaton/BSL) and gestures to support them with the structure of cleaning themselves and changing their clothes.

- **What will the staff member do if he/she notices marks or injuries on the child?**

Follow the school safeguarding policy and report it to the Designated Safeguarding Lead (DSL).

- **What will happen if a child or member of staff makes an allegation against an adult working at the school?**

This will be investigated by the Head teacher (or by the Chair of Governors if the concern is about the Head teacher) in accordance with the complaints policy. Any adult who has concerns about the conduct of a colleague at the school or about any improper practice will report this to the Head teacher or to the Chair of Governors if the concern is about the Head teacher.

- **Who will know about the child's need for intimate care?**

Sensitive information about a child should be shared only with those who need to know, such as parents/carers or other members of staff who are specifically involved with the child. Other staff members will only be told what is necessary for them to know to keep the child safe.

Parent/carer consent is needed for the School Nurse to pass on information about the child's health to school staff or other agencies. Parents/carers and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the young person's right to privacy and dignity is maintained at all times.

*This intimate care policy should be read in conjunction with the following Shirley Infant School policies: Health and Safety policy, Behaviour policy, Physical Restraint Policy, Equal Opportunities Policy, Disability Equality Policy, Safeguarding policy, PSHE policy.*