



Intimate Care Policy



'Every Child, Every Chance, Every Day'

Reviewed By	Sarah Nutbeam	Policy Owner	October 2018
Approved by	Cate Gregory	Head of School	October 2018
Ratified by	Carolyn Fayle	Governor	October 2018
NEXT REVIEW			October 2020

This policy has been written in response to the increasing number of children entering the Early Years not toilet trained. It sets 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.

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 is out of nappies by the time that they start school.

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.

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 or pain. 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.

- **Where will changing take place?**

In the Year R toilet area. The children 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 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.

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.

It is recommended that two members of staff are present to assist with intimate procedures.

The nappy changes will be recorded on a chart in a separate room.

- **What resources will be used?**

A changing mat (if necessary), aprons, gloves, antibacterial wipes, nappy sacks, nappies, baby wipes, hand soap, antibacterial gel, sealed nappy bin.

- **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.

- **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.

- **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.

- **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.

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.

Parents are also advised to inform Shirley Infant school if there are any medical reasons why a child may need support with changing and intimate care.

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.