

# Intimate Care Policy

## Great Ponton CE Primary School



Approved by:

Date: 13/10/2020

Last reviewed on:

October 2020

Next review due by:

October 2022

## Our Mission Statement

Our school is a place where everyone is treated equally, encouraged and respected. We believe that all children should be able to achieve their full potential academically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. We all work for our school to be a happy place where good behaviour is expected and all children enjoy their educational journey.

This policy has been devised in response to the increasing number of children entering the Early Years not toilet trained. It sets out the procedures we will follow when nappy changing and in the case of a child accidentally wetting or soiling him/herself. Parents of children, who have had accidents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained. It also states the roles and responsibilities of both the home and school and has a consent form for parents to sign.

We are an inclusive school and do admit children who are not fully toilet trained but we feel that it benefits the child if he/she is out of nappies or at least working towards this by the time they start school.

Parents are made aware that the staff are on hand to offer advice on how to toilet train and are put into contact with relevant support if wanted. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

**Intimate Care Tasks** – covers any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

## Questions and Answers

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

The support staff within the class, if during the lunch hour, then the lunchtime supervisors will complete the task. There must always be two staff present during the whole changing process.

- *Where will changing will take place?*

In the foundation/KS1 toilet area, on a changing mat.

The nappy changes or accident changes will be recorded in a separate record book.

- *What resources will be used?*

A changing mat, aprons, gloves, antibacterial wipes, nappy sacks, nappies, baby wipes, cream (when specified by parent/guardian), toilet paper.

- *How will the nappies and soiled wipes, tissues etc, be disposed of?*

Put in a nappy sack/plastic bag and put in directly into the outside bin.

- *What infection control measures are in place?*

Staff will wear disposable gloves and aprons while dealing with the incident.

The changing area will be cleaned after use.

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

Hot air dryer or paper towels are available for drying hands.

- *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 doing and ensure the change is completed swiftly to ensure the stress is not prolonged.

*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 **NOMINATED SAFEGUARDING OFFICER**.

This policy aims to manage risks associated with toileting and intimate care needs and to ensure that employees do not work outside the remit of their responsibilities set out in this policy.