

# **Clitheroe St James' CE** **Primary School**

## **Intimate Care Policy**

Written: Autumn Term 2023

To be Reviewed: Autumn Term 2024

## Intimate Care Policy

### Introduction

At Clitheroe St James' CE Primary School we understand that children are at different developmental stages. As a school we aim to be inclusive to all children and to give consideration to the individual needs of each child. This policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed comply with the legal requirements of the Early Years Foundation Stage statutory framework.

### Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and safeguard the rights of staff who are required to change children.
- To reassure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination and ensure the inclusion of all.

### Basic Principles

At Clitheroe St James' CE Primary School, staff will bear in mind the following key principles when changing a child's nappy/soiled clothes:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy / dignity.
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled.)

### Definitions

For the purpose of this policy, intimate care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of, the genitals.

### Vulnerability to Abuse

As a school we ensure that all staff are familiar with our Safeguarding Policy.

It is important that children are changed in a reassuring and caring way.

It is important that we signal our intention to change a child's nappy or soiled clothing before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

### Working with Parents/Carers

- We will work with parents when developing a child's nappy changing routine when appropriate.
- Any significant observations made during a nappy changing/soiled clothing changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.).

### Protection for Staff

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- Staff will discreetly inform another adult that they are taking a child to the toilet to change.
- Each instance of intimate care will be recorded by the adult who completed it. Details recorded will include: - what personal care tasks were carried out - by whom - the time and date it was completed.
- If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident reported to the line manager and recorded.
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately.
- To ensure the safe moving and handling of children, they will independently access the changing bed, using a step if necessary.

### Changing procedures followed by staff:

- Prepare the changing bed by cleaning it with antibacterial spray and ensure that the bed is at its lowest position.
- Ensure the following items are ready before changing a child's nappy/soiled clothing; clean nappy/underwear, wipes and nappy bag

- Approach the child and signal the intention to change a nappy or soiled clothing.
- Wash and dry your hands and put on a pair of disposable gloves/disposable apron. (N.B - staff must put on a fresh set of gloves and apron for every child that has a nappy/soiled clothing changed.)
- Mobile pupils will be changed while standing up. If necessary, the child will independently access the changing bed, using a step if necessary, then the staff member will raise the safety bar and raise the bed to an appropriate height for them – ensuring that the child is lying down at all times.
- Staff member to remove the child's clothing to access the nappy or any soiled clothing as necessary.
- Staff member to then remove the child's nappy/soiled clothing and clean the area, always from front to back using wipes. The member of staff must ensure the child is clean and comfortable by putting on a clean nappy/underwear and a clean set of clothes if required.
- Soiled nappies to be placed into a tie handle bag then placed into the designated nappy bin.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Staff member to then lower the bed to its lowest position (ensuring that the child is lying down at all times) and the child will independently get off the changing bed using the step if necessary.

Staff must ensure that the child is never left unattended at any time during the changing of nappies or soiled clothes

The staff member must then wash the changing bed with antibacterial spray.

- The staff member must then place the used gloves/disposable apron in the bin provided and wash their hands with liquid antibacterial soap and running water and then dry them on a disposable paper towel.
- Staff member to help the child wash their hands using liquid soap, warm water and paper towel and then take them back to the classroom.

Parents/carers will be contacted if the pupil refuses to be changed, or becomes distressed during the process

To ensure good housekeeping and prevent slips, trips and struck by falling objects injuries staff must check the changing area is safe (eg spillages mopped up immediately or hazardous items removed from the area) before beginning to change the child's nappy/soiled clothing or if appropriate report these to their line manager.

At Clitheroe St James' CE Primary School, we work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand and agree the procedures that will be followed when their child is changed at school.
- Parents must sign a consent form granting permission for their child's nappy to be changed.
- The school requires parents to supply nappies, wipes and sundries that will be used and applied as necessary.
- Parents understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.
- Parents must send their child in nappies or protective underwear until they are dry and clean the majority of the time.



