



Intimate Care Policy

December 2022

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| Date Approved by The Board of Trustees | 01/12/22 |
| Effective period | December 22 – December 23 |
| Reviewer | L Phillips |
| Date of Review | December 2022 |
| Next Review Due | December 2023 |

Marden Primary Academy

Early Years Intimate Care Policy

Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

Intimate care refers to any care which involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

We understand that some children may still be wearing nappies or pull ups when they start school and will need to be changed regularly. The DDA (Disability Discrimination Act) requires schools to make reasonable adjustments to meet the needs of each child, which includes continence issues. Staff will work with parents (and the school nurse, if involved) to support these children to become toilet trained. Parents of children who are not yet toilet trained will be asked to sign a home/school agreement regarding nappy/soiled clothing changing.

Some children may have occasional accidents and need to be changed. Where possible children will be encouraged to change themselves e.g. if only wet underwear need to be changed etc. Parents of all children will be asked to sign a home/school agreement regarding changing of clothing.

However, when children need support or cleaning the following procedures will be followed. Our aim is to ensure that every child feels safe and cared for during a change of nappy and/or clothing.

All members of staff who are involved in changing children will adhere to Safeguarding procedures.

When the child has a nappy/soiled clothing that requires changing it may be appropriate to change the child standing up, particularly for older children. Standing up also helps to protect their dignity and gives them more control. To change a child standing up:

Procedures

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure that they are nearby.
- Always wear gloves and an apron for any bodily fluids or faeces.
- Whenever possible the child removes nappy and/or soiled clothing and place in a plastic bag.
- Encourage the child to clean their own bottom with the supplied appropriate wipes. Support will be provided if necessary.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in the bag, which should be double bagged before being placed in an appropriate bin, e.g. a nappy bin with a secure lid or a clinical waste bin.

- Encourage the child to put the clean nappy or underwear on. Support will be provided if necessary. Gloves will need to be worn.
- Encourage the child to dress themselves. Support will be provided if necessary.
- Get the child to wash their hands and wash your own hands.
- Complete a record of the time of change and those present.

If a child needs more support to be changed and needs to be placed on to a changing mat:

- Take the child discreetly to the changing area.
- Always inform another member of staff that you are changing a child, who will then ensure they are nearby.
- Always wear gloves and apron for any bodily fluids or faeces.
- Ask child to lie on the change mat.
- Whenever possible the child is to remove nappy and any soiled clothes and place in a plastic bag.
- Child cleans their own bottom with the supplied and appropriate wipes.
- Remove the gloves now, before you touch a clean nappy or touch the child's clothes.
- Remove gloves by peeling back from your wrists. Do not let your skin touch the outer contaminated surface of the glove. Put the gloves in a bag which should be double bagged before being placed in an appropriate bin.
- Encourage the child to put on the clean nappy/underwear or put the nappy on for the child.
- Encourage the child to dress themselves, providing support where necessary. Gloves will be needed.
- Get the child to wash their hands.
- Complete a record of the time of change and those present.
- Clean the change mat, paying particular attention to any folds in the mat. At the completion of each nappy change, ensure any cleansing material is also double bagged.
- Wash your hands.

Concerns about safeguarding

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's safeguarding procedures.

If a child is hurt accidentally or there is an issue when carrying out the procedure, the staff member will report the incident immediately to a member of the Senior Leadership team/Headteacher.

If a child makes an allegation against a member of staff, the responsibility for intimate care of that child will be given to another member of staff as quickly as possible and the allegation will be investigated according to the school's safeguarding procedures.

Role of parents

For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents will be asked to sign a consent form.

For children whose needs are more complex or who need particular support outside of what's covered in the permission form (if used), an intimate care plan will be created in discussion with parents.

Appendix 1: parent/carer consent form

| permission for school to provide intimate care | |
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| Name of child | |
| Date of birth | |
| Name of parent/carer | |
| Address | |
| I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting) | <input type="checkbox"/> |
| My child will arrive in a clean nappy/underwear or I will change it on arrival. | <input type="checkbox"/> |
| I will provide all nappies, nappy sacks and wipes to be used. I will provide changes of clothes, wipes and plastic bags for soiled clothing. I will inform school if my child has any marks or a rash. | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection) | <input type="checkbox"/> |
| I understand the procedures that will be carried out and will contact the school immediately if I have any concerns | <input type="checkbox"/> |
| I will work with staff to help my child to become toilet trained by continuing toileting routines at home. | <input type="checkbox"/> |
| I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident). Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed). I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning. | <input type="checkbox"/> |
| Parent/carer signature | |
| Name of parent/carer | |
| Relationship to child | |
| Date | |