

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

Intimate Care Policy

Policy for the Attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Curriculum Support	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents	✓		
Website	✓		
Local Authority		✓	

Intimate Care Policy

Nappy/Pull up changing, Toileting and Continence Policy and Procedures

Starting school or nursery is an exciting and important stage for a child. It is a time for growth and very rapid development. As with all developmental milestones there is a wide variation in the time at which children will master certain skills. Toileting is a key skill contributing to independence and self belief.

Children present in many different ways with regards to their toileting independence as they begin to attend part of full time school -

- Fully toilet trained across all settings
- Fully toilet trained but regress for a little while in response to the stress and excitement of starting school
- Be fully toilet trained at home but prone to accidents in new settings
- Be on the point of being toilet trained but require reminders and encouragement.
- Not toilet trained at all but likely to respond quickly to a well structured toilet training programme.
- Be fully toilet trained but have disabilities or learning difficulties.
- Have delayed onset of full toilet training in line with with other development delays but will master these skills during the first few weeks
- Have medical and/or SEND needs that make it unlikely that they will be toilet trained in the immediate future.

Admitting children who have continence problems into the Early Years Foundation Stage and Key Stage 1 provision can present a challenge to schools. The purpose of this Policy and guidelines is to identify best practice to achieve the full inclusion of all children.

Child Protection

The normal process for assisting with personal care, such as changing a nappy/pull up should not raise child protection concerns. There are no regulations that state that a second member of staff must be available to supervise the nappy/pull up changing process to ensure that abuse does not take place. DBS checks are rigorous and are carried out to ensure the safety of children with staff employed at our school.

Our standard practice, as supported in the NSPCC guidelines and set out in 'Guidance for safer working practice for those working with children and young people in education settings' is, for safeguarding reasons, staff who help with intimate care should make sure another member of staff is aware they are going to change a child and is in the vicinity. The guidance also states that "intimate or personal care procedures should not involve more than one member of staff unless the pupil's care plan specifies the reason for this."

There is no written legal requirement that two adults have to be present and schools will make this judgement at the time based on an individual intimate care plan.

Location of changing

Whenever possible it is recommended that:

- Mobile children are changed standing up
- If this is not possible, a suitable alternative will be used. This will be determined by the needs of the individual child.

Logging of intimate care taking place

When intimate care takes place, it will be logged who has completed the care and time and dated. Appendix 3

Resources

Alder Coppice Primary School ensures there is:

- Hot running water
- Paper towels
- Aprons and Gloves
- Nappy Bags/Yellow clinical waste bags
- Cleaning equipment
- Clinical Waste Bin
- Recording keeping

Parents need to ensure they supply nappies/pull ups.

Working with Parents/carers

At Alder Coppice Primary School we will work with parents when attending to changing routines. If a child has any disability or medical needs that may affect their personal care routine, an Intimate Care Plan will be drawn up in agreement with parents/carers.

Parents will be asked when their child first starts whether or not their child has any special words/actions/particular needs during their changing procedure. Any significant observations made during a 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

Changing procedures and toileting routines will be carried out by the child's Key Adult/Teacher or Teaching Assistant wherever possible, protection being afforded to the single member of staff in the following ways:

Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Phase Leader immediately.

All staff in EYFS have received training for the Intimate/Personal care of children. Key staff will be made aware when intimate care is taking place but there is not always a need for more than one staff member to complete the intimate care, this however will be reviewed on an individual basis based on the needs of the child.

Home/School management agreement

Parents/carers

- Agree to change the child at the latest possible time before coming to school or put a dry pull up on.
- Provide spare nappies/pull ups.
- Understand and agree procedures to be followed during changing at school.
- Agree to inform school should the child have any marks/rash.
- Agree how often the child should be routinely changed if the child is in school for the day and who will do the changing.
- Agree to come and support school staff if they feel the child is excessively soiled.
- Agree to review the arrangements, in discussion with the School, should this be necessary agreeing to encourage the child's participation in toileting procedures wherever possible.

The School:

- Agree to change the child should they soil themselves or become wet.
- Agree how often the child should be routinely changed if the child is in school for the full day and who would be changing them.
- Agree to report to the Designated Safeguarding Lead should the child be distressed or if mark/rashes are seen.
- Agree to review arrangements, in discussion with parents/carers should this be necessary.
- Agree to encourage the child's participation in toileting procedures wherever possible discussing and taking the appropriate action to respect the cultural practices of the family.

Procedure for changing a Nappy/Pull up or Soiled or Wet Pants (as followed by staff)

- Consider where to change the child.
- Wash your hands.
- Gather all the necessary items needed before each nappy/pull up change, for example, nappy, pull up, wipes, nappy sack.
- Put on gloves and apron. A new set of gloves and disposable apron is used for each change.
- Stand the child on a nappy changing mat if required.
- Remove the child's clothing to access the nappy/soiled or wet pants. Remove them and place them inside the nappy sack.
- If the child's clothes are soiled, you should bag them separately and send them home.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in a designated, lidded bin that is separate from the general waste.
- Put on the child a clean nappy/pull up/pants.
- Take off the gloves and apron and place them in the designated, lidded bin that is separate from the general waste.
- Dress the child or encourage them to dress themselves.
- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the classroom.
- Return to the changing area and using anti bacterial spray and paper towels clean the standing mat, surrounding area before leaving to dry and then wash and dry your hands.

Toilet Training

Children that are toilet training will be encouraged to sit on the toilet during their changing period. At this time, staff will talk to the children and provide positive praise and reinforce what the child is doing. A potty may be provided by the parent for their child to use in the setting if they would prefer to.

Children will not be hurried in these daily routines to support them in confidently becoming toilet trained and maintaining a positive experience.

We understand that some children display anxiety at becoming toilet trained and we will work slowly and sympathetically alongside them whilst updating parents of their progress at the end of each session. Advice will be sought through local health teams and ERIC guidance.

[Home - ERIC](#)

Appendix 1 - Intimate Care Policy:

Introduction

Alder Coppice Primary 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. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or discomfort. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

Definition

Intimate care is any care which involves washing, cleaning, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure.

Our Approach to Best Practice

The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/occupational therapist as appropriate.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many staff members will need to be present when the child is toileted.

Intimate care arrangements will be discussed with individual parents/carers as appropriate and their Intimate Care plan will be updated as needed. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

The Protection of Children

Child Protection Procedures and Multi-Agency Protection procedures will be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a suitable resolution.

Appendix 1

**ALDER COPPICE PRIMARY SCHOOL –
Intimate Care Agreement**

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	

I understand and accept the School's Intimate Care Policy and give permission for the School to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting).	
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).	
I understand the procedures that will be carried out and will contact the School immediately if I have any concerns.	
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.	
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

Appendix 2**ALDER COPPICE PRIMARY SCHOOL –
Intimate Care Plan**

Name of child	
Class	
Type of intimate care needed	
How often care will be given	
Where care will take place	
What resources and equipment will be used, and	
Who will provide them	
How procedures will differ if taking place on a visit/activity/event	
Name of senior member of staff responsible for ensuring care is carried out according to the Intimate Care Plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD (IF APPLICABLE)	
Where do you feel most comfortable being changed?	
Is there anything we can do to make that time more comfortable for you? Anything you would like us to know?	
Signature of child:	
Date:	

