

INTIMATE CARE POLICY

October 2011

Providing Intimate Care in the Early Years Foundation Stage, Key Stage 1 and Key Stage 2

Introduction

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all of these children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child has vomited on or wet or soiled themselves
- When a child has become dirty or wet from involvement in particular play activities e.g. painting, water play
- When a child requires support and assistance changing for physical activities.

Related Policies and Guidance

This policy should be read in conjunction with the school's Safeguarding Policy Statement, Child Protection Policy and Use of Reasonable Force and Other Physical Contact Policy.

Aims

- We aim to include all young children in activities regardless of their ability to manage their own personal care.
- We aim to meet the needs of all children with delayed personal care in the same way as we should meet individual needs of children with delayed language or any other aspect of delayed development.

Promoting Personal Care

We will work in partnership with parents and healthcare professionals (e.g. health visitor, school nurse) to support children in achieving continence. We will use a home-school agreement (see attached form) that defines the responsibilities that each partner has and the expectations each has for the other. Children with continence difficulties may have a specific target related to this aspect of their development on their individual educational plan.

Child Protection

The process of changing a child or providing other appropriate physical contact should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process. We ensure that all staff working in our school have had CRB checks and are highly vigilant for any signs or symptom of improper practice, as we are for all activities carried out on our site.

Facilities and Resources

There are two 'Bathroom Boxes' containing resources for changing children, one in the Nursery and one in the library area for Key Stage 1. A third box is to be added containing appropriate materials for key stage two children.

These boxes contain:

- Disposable gloves and aprons
- Newspaper
- Wet wipes
- Nappy sacks and plastic bags
- Anti-bacterial spray
- Disposable cloths
- Liquid soap
- Air freshener

In addition, there is a changing mat in the nursery and in the staff toilet outside the school hall. This toilet also contains a changing table and support rails around the toilet.

Children in the Nursery will be changed in the toilet area. Children in Reception will be changed in the Reception class toilets, Key Stage 1 children will be changed in the infant toilets or the disabled toilet as appropriate and Key stage two children will be supported to change (if required) in their own toilet areas.

Guidelines and Procedures for Nursery

All Nursery staff (including lunch time staff) are responsible for changing a child. As part of their training, students may do so under the direct supervision of a member of staff.

- Staff will inform each other before changing a child.
- The door to the toilet area will be open at all times.
- Staff will wear disposable gloves and aprons when handling bodily fluids.
- Children will be encouraged to wipe themselves with wet wipes and/or toilet paper.
- The child will be encouraged to undress and dress themselves.
- Where help is needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- If time allows, soiled clothing will be washed and/or dried, or if not, double wrapped in plastic bags and given to the parent/carer at the end of the session.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the outside bin.
- If appropriate, the shower may be used with the child's consent.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and a hot air dryer.
- The changing area will be cleaned afterwards using disinfectant.
- All changes will be recorded in the Bathroom Book, which will be kept in the 'Bathroom Box'.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone if the child is unwell. Otherwise, parents/carers will be informed verbally at the end of the session.

Guidelines and Procedures for Reception and Key Stage 1

An available member of classroom or lunch time staff or in some circumstances, a named person will take responsibility for changing a child. To safeguard them from any allegations of improper conduct the adult will inform another member of staff when changing, and will encourage the child to take responsibility for changing, acting in a supporting role.

- Staff will wear disposable gloves and aprons when handling bodily fluids.
- The child will be encouraged to undress and dress themselves.
- The child will be encouraged to wipe themselves if appropriate.
- Any adult intervention will be fully explained and its purpose made clear to the child.
- If appropriate, the shower may be used with the child's consent.
- Soiled clothing will be double wrapped in plastic bags and given to the parent/carer at the end of the school day.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the outside bin.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and disposable paper towels.

- All incidents of changing will be recorded in the 'Bathroom Book' which will be kept in the 'Bathroom Box'.
- The changing area will be cleaned afterwards using disinfectant.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone if the child is unwell. Otherwise, parents/carers will be informed verbally at the end of the school day.

Guidelines and Procedures for Key Stage Two

All of the above applies, but the child will be encouraged to undertake each stage of cleaning themselves and dressing, independently.

Contacting/Reporting to parents

Parents may be contacted if it is felt their presence may in the best interest of the child.

Additional Guidelines and Procedures for Changing Children Wearing Nappies or Pull-ups

Staff will:

- Follow procedures as set out in the child's 'Individual Plan for Promoting Personal Care'.
- Wash or wipe from front to back to avoid infection.
- Ensure the child's skin is clean and dry before putting on a clean nappy or pull-up.
- Record in the 'Bathroom Book' that the child has been changed and inform parents/carers at the end of the session or school day.

Approved by the Governing Body Personnel Committee 16th November 2011

St. Marychurch C o E (VA) Primary and Nursery School

HOME-SCHOOL AGREEMENT FOR PROVIDING INTIMATE CARE

This agreement defines the responsibilities that each party has and the expectations each has for the other for promoting the personal care of:

Name of child: _____

Date of birth: _____

Class: _____

The Parents/Carers

- ★ We will ensure that our child is changed or has been to the toilet, at the latest possible time before being brought to school.
- ★ We will provide the school with spare nappies/pull-ups, spare underwear and a change of clothing.
- ★ We will advise whether our child needs to be changed standing or lying down.
- ★ We understand and agree with the procedures that will be followed when our child is changed at school, including the use of wet wipes.
- ★ We will inform the class teacher should our child have any marks or rashes.
- ★ We will inform the class teacher if our child has any gastro-intestinal infections or bladder/kidney infections and will keep them at home until they are fully well.
- ★ We will meet to review arrangements when necessary.

The School:

- ★ We will follow the agreed procedures for changing your child.
- ★ We agree to monitor the number of times your child is changed in order to identify progress made.
- ★ We agree to inform the parents/carers should the child be distressed or if rashes are seen.

Parents/Carers: _____

Class Teacher: _____

Inclusion/EYFS Coordinator: _____

Date: _____