



Bishop King CE Primary School

Dream big. Love God. Live well.

'I can do all things through Him who strengthens me' Philippians 4:13

Intimate Care Policy

Reviewed: November 2024

Date of Next Review (2 years): November 2026

1. Introduction

- The pupil's welfare and dignity is of paramount importance; they will be treated with respect especially when intimate care is given
- All staff engaged in the intimate care of pupils will act in a professional manner at all times
- No pupil will be attended to in a way that causes distress or pain
- Before staff are engaged with intimate care, they must be trained by their line manager, in line with this policy

2 The Protection of Children

- Safeguarding procedures will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness, etc. they must immediately report their concerns to the designated safeguarding lead (DSL), or deputy DSL.
- If a pupil becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded.
- If a pupil makes an allegation against a member of staff, all necessary safeguarding and child protection procedures and protocols will be followed. Parents/guardians will be contacted and informed as part of this process in order to reach a resolution. Where deemed appropriate, staffing schedules will be altered until the issue(s) are resolved. During this time the child's needs remain of paramount importance. School will seek further specialist advice from outside agencies where necessary to maximise best outcomes for the child.

3 Nappy Changing

- As part of the admissions form, EYFS parents/carers sign to consent to their child receiving intimate care
- A child that wears a nappy will be changed at regular intervals throughout the day
- It is not our policy to leave a child in a wet or soiled nappy for any period of time
- Should a child require any cream, this must be provided by the parent/ guardian and have the child's name on it.

Nursery:

- There must be an adult in the nursery when an adult is using this room to change a nappy
- The door must be kept ajar
- Staff MUST wear a protective apron and gloves before changing a child's nappy
- There should be no hanging objects that could fall on the child
- Staff must use the changing mat on the floor
- Staff must clean the changing mat, with "school safe" anti-bacterial solution/ wipes after use.
- Both the child and adult(s) must wash their hands once the nappy has been changed; hand sanitisers are not substitute for handwashing.
- A log of all nappy changing will be recorded, including a checklist for resources.

Reception Class: Use the class toilets:

- There must be an adult in the Reception class when an adult is using this room to change a nappy
- The door must be kept ajar
- Staff MUST wear a protective apron clothing and gloves before changing a child's nappy
- There should be no hanging objects that could fall on the child
- Staff must use the changing mat on the floor
- Staff must clean the changing mat, with "school safe" anti-bacterial solution/ wipes after use.

- Both the child and adult(s) must wash their hands once the nappy has been changed; hand sanitisers are not substitute for handwashing.
- A log of all nappy changing will be recorded, including a checklist for resources.

4 Potty Training

- When a child is deemed ready, potty training will begin.
- Potty training will take place within the toilet areas.
- Children will be encouraged to independently undress, dress and wipe themselves clean
- Adult support will be provided, as and when necessary.
- Both the child and adult must wash their hands afterwards.

If a child soils, or has accidents frequently, the following steps should be taken...

- Speak with parents and agree a plan of action:
 - a) Establish child's awareness of toileting needs
 - b) Encourage child to use toilet at short intervals and after lunchtime
 - c) Encourage child to alert adults when they need the toilet
 - d) Change child as required
 - e) Give positive feedback, e.g. 'well done for telling me, let's try again next time'
 - f) Encourage child to wipe themselves once the majority of cleaning is done
 - g) Progress to child independently using toilet with occasional reminders
- If the child continues to soil, carry out an Early Help Assessment

5 Special/Complex Health Needs

- Pupils with complex needs have the same rights to safety and privacy when receiving intimate care
- Additional vulnerabilities that may arise from a physical disability or learning difficulty must be considered and Individual Care Plans for these pupils may be necessary. The care plan will be shared with all appropriate staff members.
- The SENDCo and parents will review individual Care Plans at least annually.
- Parents are required to inform school of any changes to their child's needs.
- Where an assessment made by a physiotherapist/occupational therapist determines that special apparatus should be used to assist such care, an intimate care plan will be put in place and adhered to.

6. Nappy changing in the medical room:-

- There must be two adults present when using this room
- The door must be kept ajar
- Staff MUST wear a protective apron and gloves before changing a child's nappy
- Staff must use the bed to change the nappy; it can be lowered and safety bars raised
- Staff must use rolled paper on the bed before changing a child's nappy.
- Both the child and adults must wash their hands once the nappy has been changed; hand sanitisers are not substitute for handwashing.
- A log of all nappy changing will be recorded, including a checklist for resources.
- On occasions where it is not possible for two adults to be present, a single member of staff will change nappies in the class toilets and that we will follow the policy as per Nursery and Reception classes.

7 Out of School Trips and Clubs

- Staff should take particular care when supervising and providing intimate care for pupils in the less formal atmosphere of a residential setting, an off-site visit or an after-school activity
- The standard of behaviour expected of staff will be no different from the behaviour expected within school
- Staff and volunteers involved in such activities should be familiar with all relevant school policies
- To ensure a pupil's safety, increased vigilance may be required when monitoring their behaviour on educational and residential visits
- It is important to exercise caution to ensure a pupil is not compromised or that the member of staff does not attract allegations of overly intrusive or abusive behaviour

Linked policies:

- Safe Touch
- SEND
- Health and Safety
- Supporting Pupils with Medical Conditions
- Education visits
- First Aid
- Child Protection