



Intimate Care Policy

Summer 2022

St Martin's School



Personal Care and Toileting Policy

Policy Statement

All children across the Whinless Down Academy Trust have the right to be safe and be treated with dignity, respect and privacy at all times, so as to enable them to access all aspects of school life. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting and nappy changing.

It is used in conjunction with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (Development Matters 2021), The Statutory Framework for the Early Years Foundation Stage (September 2021), the SEN code of Practice and the Equality Act 2010 The Trust also complies with all GDPR requirements.

Aims

The aims of this policy are:

- 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 reassurance to staff who are required to change nappies and support toilet training.
- To assure 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.

Principles

Staff will follow these principles when nappy changing and supporting children with toileting:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of nappy changing and toileting procedures so that they are led to independence.

Nappy Changing Procedure

These procedures are to ensure the safety of both the children in our care and the nursery staff.

- A child's pull up/nappy should be checked on arrival at school by a member of staff.
- All children should be changed as and when needed, but at least once a session (a minimum of 2-3 times during a school day). The child should always be changed by a familiar member of staff and NEVER by anyone who has not provided a satisfactory DBS.
- Nappies must be changed in an appropriate place. If using a pull up, the toilet may be used. Otherwise an agreed place must be agreed with the Headteacher.
- All nappy changes must be recorded by the members of staff responsible on the prescribed record sheet. This includes whether the nappy was wet or soiled, the time of nappy change and initialled by the member of staff.
- A child should be changed immediately if they have soiled their nappy or it becomes very wet.
- When changing a nappy, staff members must wear a disposable apron and gloves.
- Staff must wash their hands before and after completing a nappy change.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy.
- Staff members will remove the child's dirty nappy and clean the area, always from front to back using wipes and any cream provided by the parents/carers.
- Staff must record on the sheet when a child is sore and cream has been applied.
- Should a member of staff have any concerns about a child they should follow the school's safeguarding procedure.
- If using a changing mat, it must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the school day (i.e. badly soiled nappy/strong urine etc.)
- All nappies and wipes must be put into nappy sacks and disposed of appropriately. All aprons and gloves must be put in the bin.

Toilet Training

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. We aim to provide the opportunity for all children to use the toilet independently, if they can't already do so, and to provide assistance for children who require it. We work alongside parents and carers to support any children needing further toilet training.

- Staff will wear protective gloves and apron when supporting children during toileting. These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- Staff will remind children to use the toilet regularly.
- Activities and routines will include reminders about the need for good personal hygiene, by washing their hands thoroughly.
- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. The schools within the Trust do have some spare clothes that can be used.
- Staff will praise children verbally throughout the experience.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers

Safeguarding Children

As a Trust we ensure that all staff adhere to our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by members of staff they have a strong relationship with.

Furthermore, it is important that we signal our intention to change a child's nappy 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.

Parental Responsibilities

We work in partnership with parents and ask them to assist us by ensuring the following:

- Parents understand 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 at school
- The school requires parents to supply nappies, wipes and spare clothes that will be used and applied as necessary.
- If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.