

# Intimate Care Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

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| <b>Approved by:</b>        | <b>Safeguarding Team</b> | <b>Date: 02/03/2024</b> |
| <b>Last reviewed on:</b>   | <b>March 2024</b>        |                         |
| <b>Next review due by:</b> | <b>March 2026</b>        |                         |

# **St Andrew's C of E Primary School**

## **Intimate Care Policy**

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing. Please always bear in mind the quality of the child's experience during this intimate and special time.

### **The Disability Discrimination Act (DDA 2001 amended 2005)**

In line with the above named Act, St Andrew's C of E primary School will ensure:

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

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.

### **Aims**

The aims of this policy and associated guidance are:

- to safeguard the rights and promote the welfare of children;
- to provide guidance and reassurance to staff who are required to change a child's nappy;
- 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 inclusion for all.

### **Basic Principles**

At St Andrew's School we will bear in mind the following principles when nappy changing.

- 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 toileting procedures so that they are led to independence.

### **Vulnerability to Abuse**

We will ensure that all staff are familiar with our Safeguarding Children Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them.

Staff should always change children when there is a colleague in view, in the disabled toilet which allows for privacy but which is not closed off. This is part of making sure we have a culture of openness which safeguards

children and ensures all adults follow safe working practices. In the workspace, staff must ensure that the window is not obscured. Staff must position themselves where they can be seen from the corridor.

It is essential that if any member of staff has a concern about safe and appropriate nappy changing, they raise their concern immediately with the safeguarding team.

### **Working with Parents/Carers**

We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. the settling in period, they will be asked to change their own child's nappy.
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words / actions / particular needs during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.).

### **Achieving Continence**

At St Andrew's School we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.

### **Protection for Staff**

As far as possible, nappy changing procedures will be carried out by the child's teaching assistant or key person, protection being afforded to the single member of staff in the following ways.

- Staff will be trained in good working practices.
- Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure.
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded.
- 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 lead for safeguarding immediately.
- Staff will be trained in the area of Intimate/personal care for children with specific needs and the procedure for safe moving and handling.
- Volunteers and students will not change nappies.

### **Nappy Changing Procedure**

We will follow the nappy changing procedure below.

- The disabled toilet will have all the necessary items needed. Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent).
- Wash and dry your hands.

- Put on gloves - you should use a new set of gloves for each nappy change.
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
- Place the child on a nappy changing mat, unless it is easier to change the child whilst they are standing up.
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- 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 the nappy bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in the nappy bin.
- Dress the child.
- 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 room.
- Return to the nappy changing area and clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.