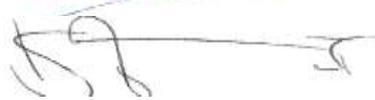


# Christ Church New Malden

Church of England Primary School

## School Intimate Care Policy

Committee responsible	Pupil Impact
Approval required by	Headteacher, Chair of Governing Body
Statutory or Recommended	Statutory
Frequency of review	3 Years
Date last reviewed	May 2020
Date of next review	May 2023
Display on website	No
Purpose	This policy sets out our arrangements for intimate care.
Consultation	Pupil Impact Committee
Link with other policies	Health and Safety Policy, Safeguarding Policy,

	Signed	Date
Headteacher		20 <sup>th</sup> May 2020
Chair of Governors		20 <sup>th</sup> May 2020





## Christ Church New Malden Primary School

### School Intimate Care Policy

#### Ethos

At Christ Church New Malden Primary we aim to help each child to become the person that God made them to be. All children will be treated with care, respect and dignity and their learning and development supported to enable them to achieve their full potential academically, physically, socially and emotionally. We are committed to our school being a safe and inclusive place where learning is nurtured and encouraged in a happy, caring and fun environment. We aim to be approachable and to forge warm and professional relationships with parents to enable us to discuss **ways that we can work together to support their child's learning.**

We feel that it benefits the child if s/he is out of nappies, or least working towards this, by the time they start nursery or school and believe it is an important part of their Physical Development, one of the prime areas of learning in the Early Years Foundation Stage. However we are an inclusive school and do admit children who are not fully toilet trained. We will support parents who are still toilet training their children and advise where they can seek further help if necessary.

#### Purpose

This policy is designed to cover personal care tasks (dressing, undressing, washing non-intimate body parts, prompting to go to the toilet) and intimate care tasks (care tasks of an intimate nature associated with bodily functions, bodily products and personal hygiene that demand contact with, or exposure of, the sexual parts of the body eg helping a child use the toilet, changing nappies, cleaning / wiping intimate parts of the body).

The purpose of the policy is to set out that intimate care tasks should be carried out in a way that **promotes the child's development, encourages independence, maintains their dignity, allows them** to access the curriculum fully, safeguards the child and maintains the health and safety of the child and staff involved.

#### Frequently Asked Questions

What is the procedure if my child regularly needs changing / help with toileting at school?

**The child's needs** will be discussed with their parents / carers and a Home/School Partnership (Intimate Care) Agreement will be signed.

Who will change my child?

If your child is soiled or uncomfortably wet, your child will be changed as soon as possible, providing adequate supervision is available for the remainder of the class.

A child is likely to be least distressed when changed by their parent / carer. If a parent / carer is willing and able to come when their child needs changing, then they will be contacted in the first instance if their child needs changing.

If this is not possible then your child will be changed by a fully-DBS-checked member of staff. Wherever possible this will be a familiar member of the Early Years team **or child's year group.** The member of staff will discreetly inform another staff member before changing a child.





Your child will usually be changed by one member of staff unless arrangements for a second staff member to be present have been agreed in the Home/School Partnership. If there are any particular concerns, then a second member of staff will be present for any intimate care tasks.

Where will my child be changed?

Children will usually be changed in the classroom toilets on a changing mat / changing table. Children may also be changed in the disabled toilet on a changing mat. Office staff may need to be involved so that the remainder of the class are not left without a teacher.

What resources will be used?

Parents/ carers are to provide nappies, wipes, nappy sacks and a change of clothes and underwear. Blue roll paper will be used on the changing mat. Staff will use disposable gloves and aprons. Nappies will be disposed of in nappy sacks in a hygienic nappy disposal bin.

Any cream to be administered will be agreed under the Medicines policy. Only prescribed creams should be applied.

What if my child is distressed?

Staff will comfort and reassure your child and talk through what they are doing. Terminology familiar to the child will be agreed with parents / carers to help the child understand what is happening.

What Health & Safety procedures are in place to control infection?

Staff will wear disposable gloves and aprons whilst dealing with the incident.

Blue roll paper will be put on the changing mat.

The changing area will be cleaned after use with antibacterial spray.

Hot water and antibacterial liquid soap is available to wash hands as soon as the task is completed.

Paper towels are available for drying hands.

Nappies will be disposed of in nappy sacks in a hygienic nappy disposal bin.

Soiled clothes will be double bagged to be sent home to parents / carers at the end of the day.

Soiled clothes will not be rinsed out by staff.

Your child will be asked to wash and dry their hands.

How will I know that staff have changed my child?

The adult collecting your child at the end of the session will be informed. The change will be recorded in the Intimate Care Tasks book kept in the toilets. If you do not collect your child, for example, they **attend Connect or have a play date, we ask that you check your child's school bag daily, to ensure soiled clothing is removed.**

What if the staff have any concerns?

**If any unusual marks are seen on the child, these will be reported under the school's Safeguarding Policy.**

If the child reacts in an unusual way to an intimate care task, this will be recorded and raised under the Safeguarding Policy if appropriate.

Monitoring and Review

It is the responsibility of staff to follow this policy.

This policy will be reviewed before the start of each academic year by the SenCo taking into account the views of all staff concerned.



Home/School Partnership Agreement (Intimate Care Tasks) for (name of child)

All parents / carers are asked to provide spare clothes in a bag, regardless of whether their child is toilet trained.

For any child not yet toilet trained, parents/ carers are also asked to provide a bag with a suitable amount of nappies, nappy sacks, wipes and any cream needed.

If cream needs to be administered to a child, the parent / carer is asked to sign a permission form beforehand.

As the parent / guardian of the child:

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to nursery/class
- ✓ I agree to provide nursery/class with spare nappies, wipes, nappy sacks and a change of clothing for my child in a named bag
- ✓ If my child needs any prescribed cream, I will provide it and give my written consent for staff to apply it
- ✓ I have read the Personal and Intimate Care policy. I understand it and agree the procedures that will be followed when my child is changed at school.
- ✓ I agree to inform the nursery/class staff if my child has any marks or a rash.
- ✓ I am willing / not willing (delete as appropriate) to be contacted to come in to change my child if they are soiled

As the staff responsible:

- ✓ We agree to change your child if your child soils himself/herself or becomes uncomfortably wet
- ✓ We agree to administer prescribed cream if required and where we have your written permission.
- ✓ We agree to record any intimate care task that is carried out for your child.
- ✓ We agree to follow the procedures laid down in the Personal and Intimate Care Policy.
- ✓ We agree to report if any marks or rash are seen.
- ✓ We agree to inform you if your child is distressed.

Signed \_\_\_\_\_

Name \_\_\_\_\_ (Parent / Carer)

Date \_\_\_\_\_

Signed \_\_\_\_\_

Staff name \_\_\_\_\_ (Teacher)

Date \_\_\_\_\_