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## **Intimate Care Policy**

### **What is this policy for?**

This policy is to set out clear guidelines for staff and an awareness for parents of how we deal with intimate care needs ensuring that pupils and staff are safeguarded.

### **The vision for Intimate Care Requirements**

Becket Primary School is an educationally inclusive school in which the well-being of every young person matters. We want to ensure that all children are treated with sensitivity and respect. This policy is based on the following fundamental principles:

- Every child has the right to be safe and secure
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted on their own intimate care to the best of their abilities
- Every child has the right to have levels of intimate care that are as consistent as possible.
- Every child has the right to inclusion

### **What is this policy for? Pre-School and Nursery**

### **Nappy Changing and Intimate Care Policy**

This Policy has been written with regard to the United Nations Convention on the Rights of the Child (1990), in particular Articles 3 (Best interests of the child) and 12 (Respect for the views of the child).

### **Arrangements**

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in the younger years. Staff will always encourage children to attempt to do this unaided.

If a child needs support to remove underwear (after an accident) they will be moved to a more private space to preserve their dignity and a second adult should be in attendance for safeguarding purposes.

If a child has wet themselves they will be encouraged to clean themselves. Wet clothes will be placed in a bag to go home.

Sometimes, if a child has soiled themselves, it may be necessary to help a child to clean themselves. If this is the case then two adults will be in attendance for safeguarding purposes. The child's permission will always be sought before helping to clean a child. Staff must wear gloves. Everything- including wipes- must be placed



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in a double bag which is then sealed and put in the outside bin or nappy bin. Soiled clothes should be placed in a double bag to be sent home.

Each class should have appropriate spare clothes for children to change into, where children have a known bladder condition they will be asked to keep spare clothing in school. In EYFS children should be encouraged to bring spare clothes.

After the child has been changed the area should be cleaned if required using the mop and bucket in the site manager's cupboard. Disinfectant is also kept in the cleaning cupboard.

### **Arrangements Nursery and Pre-School**

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. Staff should always change children when there is a colleague in the adjoining room, in the nappy-changing areas which allow for privacy but which are not closed off.

- Where parents are present they will be asked to change their own child's nappy
- If a child has any disability, special educational need 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.)
- Staff will be trained in good working practices which comply with Health and Safety regulations.
- 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
- Daily risk Assessments will be carried out for Toileting and Nappy Changing facilities
- Agency staff will not change nappies unless employed as a key person on a long term basis

### **Resources**

The Pre-School and Nursery have accessible toilet facilities and we have disabled toilet facilities which can be used if required.



### **Safety & Risk**

If an adult needs to physically assist a child to clean themselves then for safeguarding both the child and adults, two adults are required to be in attendance. Staff will always treat the child with respect.

### **Monitoring and Evaluation**

The policy will be reviewed annually or in line with any updated information.

## **Appendix Guidance for Pre-School and Nursery**

### **Nappy Changing Procedure**

We will follow the Nappy changing Procedure below:

- 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). Each child will have a named basket containing these items and spare clothes are available in case of accidents.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron 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 or, if using steps, support the child if necessary to climb up the steps.
- 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 a pedal operated bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Dress the child.
- Take off the gloves and apron and place them in a pedal operated bin.



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- 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, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

Record the nappy change on the child's page in the Nappy Changing file, making a note of any specifics, for instance, if a barrier cream has been applied or clothing has been changed.

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Ratified by the Local Governing Body: December 2023