



St Jude & St Paul's  
Church of England Primary School

# Intimate Care Policy

**Date: November 2018**

**Lead: Acting Assistant Head/DSL**

**Next Review: November 2019**

**Committee: Curriculum, Standards and Community Committee**

**Bless us to encourage, love and learn**

## Introduction

This policy has been devised in response to the increasing number of children entering the Early Years requiring adult support in toileting. This policy sets out the procedures we will follow when changing a child who has wet or soiled themselves. We are an inclusive school and do admit children who are not fully toilet trained but we feel it benefits the child if they are out of nappies or at least working towards this by the time they start school. Reception staff (Teaching Assistants, Nursery Nurses and Teachers) are on hand to offer advice and support to parents regarding toilet training.

Parents are also asked to inform us of any medical condition, which requires their child to need a nappy. In this case, children of any age needing support with toileting/personnel care will have a medical care plan in place. Please refer to this for guidelines. (See individual class medical file)

## Questions and answers

*Who will change the nappy/soiled clothing?*

A member of the Reception team or staff member if child is in another year group.

*Where will changing take place?*

In the reception toilet area or the disabled toilet if more space is needed.

*What resources will be used?*

A changing mat (for nappies), gloves, baby wipes, nappy sack/plastic bag, spare clothes (children's own or school spare clothes), cream if specified by parent/carer.

*How will nappies be disposed of?*

They will be placed in the sanitary/Nappy bins.

*What infection control measures will be in place?*

Staff will wear disposable gloves when changing children. Changing area will be cleaned with antibacterial spray after use. Hot water and antibacterial soap is available to wash hands. Hand dryers or paper towels are available for drying hands.

*What will staff do if the child is unduly distressed by the experience?*

Staff will comfort the child, talk through what they are doing and ensure the change is completed swiftly to minimise any stress the child might be experiencing.

*What will the staff member do if he/she notices marks or injuries on the child?*

Follow the school safeguarding policy and report to the Designated Safeguarding Officer (Headteacher, Learning Mentor or Inclusion Lead).

## Monitoring and reviewing

It is the responsibility of the all staff to follow this policy. The Senior Leadership Team will carry out monitoring of children needing adult support in their personnel care as part of the whole school monitoring system.

The Reception team/members of staff will monitor the frequency of the child being changed and will report this to parents.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of staff concerned.