

# Marus Bridge Primary School



## Intimate Care Policy

**REVIEWED & ADOPTED AT THE MEETING  
OF  
THE LOCAL GOVERNING BODY  
HELD ON 6 MARCH 2019**

Signature of Chair:

Headteacher:

This policy will be reviewed every three years.

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
- 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 Marus Bridge Primary School, we will bear in mind the following principles when changing:

- Children have the right to feel safe & 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 their key person or another member of staff they have a close relationship with change children in reassuring and caring way. It is important that we signal our intention to change a child 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 in the designated areas which allow for privacy but which are not closed off. This is part of making sure we have a culture of open-ness, which safeguards children and ensures all adults follow safe working practices.

## **Working with Parents/Carers**

We will work with parents when attending to changing routines.

- 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 school whether or not their child has any special words/actions/particular needs during their changing procedure
- Any significant observations made during a changing procedure will be notified to the parents at the end of the school day (i.e. badly soiled /strong urine etc.)
- Agreeing to change the child at the latest possible time before coming to school.
- Provide spare nappies and a change of clothes
- Understanding and agreeing the school procedures followed during changing.
- Agreeing to inform the school should the child have any marks/rash
- Agreeing how often the child should be routinely changed and who will be doing the changing
- Agreeing to review the arrangements, in discussion with the school, should this be necessary.

## **Achieving Continence**

At Marus Bridge Primary, we will encourage all of our children to achieve continence when they exhibit signs that they are ready. This will be achieved through modelling, positive praise, working with parents and having high expectations. In addition, key persons ensure that changing is relaxed and a time to promote independence in young children.

## **Protection for Staff**

As far as possible, changing procedures will be carried out by the child's 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 other Key Workers discreetly that they are taking the child to carry out a care procedure
- Each instance of intimate care will be recorded by the adult who undertook the care with details recorded of: what was carried out, who undertook the task, when it happened (time and date).
- 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
- Risk Assessments will be carried out for Toileting and Changing procedures

## **Changing Procedure**

We will follow the changing Procedure below:

- Gather all the necessary items needed before each change, for example, , wipes, 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 and apron. You should use a new set of gloves and apron for each change.
- Approach the child and say or sign that it is time for a change.
- Child to be encouraged to participate in the changing process as/if appropriate e.g. wiping themselves, pulling up their pants etc.
- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Put on a clean pull-up and apply cream if necessary (see above).
- Take off the gloves and apron and place them in a bag (double bag them) along with the pull-up and then place them in the bin outside.
- Encourage the child to dress itself, offering help when appropriate.
- Always help the child to wash their hands 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 classroom.
- Return to the changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands

**Appendix 1**

**Home and School Agreement for Toilet Management**

**Name of Child:**

**Date implemented:**

Parental Responsibilities:

- To ensure that the child is changed at the latest possible time before coming to school.
- To provide pull-ups and a change of clothing.
- To inform the school of any marks or rashes.
- To continue to implement timed toilet training programme at home.

School's Responsibilities:

- To change the child when soiled or wet following the agreed procedures.
- To report to the parent if the child becomes distressed or if mark/rashes are seen.
- To ensure where possible that the child will be changed by agreed members of staff.
- To discuss any proposed changes to toileting procedures with the parents/carers.

Parent/Carers' Signature.....

Member of Staff Signature.....

**Appendix 2**

**Risk Assessment**

**Child's Name** ..... **Date of Risk Assessment** .....

	Yes	No	Notes
Does the child require more than 1 adult?			
Does communication present a risk?			
Does comprehension present a risk?			
Is there a history of child protection concerns?			
Are there any medical considerations? Including Pain/Discomfort?			
Has there ever been allegations made by the child or Family?			
Does moving and handling present a risk?			
Does behaviour present a risk?			
Is staff capability a risk? (back injury/pregnancy)			
Are there any risks concerning individual Capability (Pupil) • General Fragility • Fragile Bones • Head Control • Epilepsy • Other			
Are there any environmental risks? • Heat/Cold			

Signed..... Date .....

