



KEXBOROUGH PRIMARY SCHOOL

EYFS : INTIMATE CARE POLICY



This policy has been devised in response to the increasing number of children entering the Early Years not toilet trained. It sets out the procedures we will follow when nappy changing and in the case of a child accidentally wetting or soiling him/herself. It also states the roles and responsibilities of both the home and school and has an agreement/consent form for parents to sign.

We are an inclusive school and do admit children who are not fully toilet trained but unless there is a specific medical need we feel that it benefits the child if he/she is out of nappies by the time they start school.

If a child is not toilet trained parents are expected to work with the early years team who are on hand to offer advice on how to toilet train and can put parents in contact with the relevant medical support i.e health visitor or school nurse if required.

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 Kexborough Primary School we will bear in mind the following principles when nappy 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 children are changed in 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 in the nappy-changing 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.

Questions and Answers

- **Who will change the nappy/wet/soiled clothing?**

The key person or well known member of staff to the child

- **Where will changing will take place?**

In the Nursery toilet area, on a changing mat.

- **What resources will be used?**

A changing mat, aprons, gloves, blue roll paper, antibacterial wipes, nappy sacks, nappies, baby wipes, cream(when specified by parent/guardian)

- **How will the nappies will be disposed of?**

Put in a nappy sack and in the hygienic disposal nappy bin.

- **What infection control measures are in place?**

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

Blue roll paper will be put on the changing mat.

Changing area will be cleaned after use.

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

Hot air dryer or paper towels are available for drying hands.

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

Staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.

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

Follow the school safeguarding policy and report it to the NOMINATED SAFEGUARDING OFFICER and the Early Years Manager.

Protection for Staff

As far as possible, nappy 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 inform other Key Workers discreetly that they are taking the child to carry out a care procedure
- If the key worker has any issues during the changing of a child the other member of staff in class will be informed of a care issue and follow safeguarding procedures and policy.
- The member of staff not changing will stand in the designated position to ensure safeguarding is effective for ALL children.
- Each instance of intimate care will be recorded by the adult who undertook the care with details recorded of: what was carried out, who under took the task, when it happened (time and date).

When there are ongoing issues with a child soiling themselves we expect parents to provide a bag which contains a change of clothes.

Parents are expected to provide a bag with a suitable amount of nappies, wipes and any cream needed.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent/Guardian

- ✓ I agree to ensure that my child is changed at the latest possible time before being brought to the setting/school. If my child has soiled themselves whilst arriving at school I will change them before the start of the session.
- ✓ I agree to providing the setting/school with spare nappies, wipes and a change of clothing
- ✓ I have read the intimate care policy, I understand and agree the procedures that will be followed when my child is changed at school.
- ✓ I agree to inform the setting/school should the child have any marks/rash
- ✓ I agree to work with the school and, where necessary, other professionals to support my child in being 'dry' and managing toileting independently.

The school:

- ✓ We agree to changing the child during a single session should the child soil themselves or become uncomfortably wet.
- ✓ We agree to monitor the number of times the child is changed.
- ✓ Parent will be informed of care taken place at end of session
- ✓ We agree to report should the child be distressed, or if marks/rashes are seen

SIGNED _____ **Parent/Guardian DATE** _____