Westlea Primary School

Intimate Care Policy

Our whole school aim:

"At Westlea Primary School we learn together to achieve success for all, based on high expectations and equality of access for all. We nurture the growth of the whole child – academically, artistically, socially, emotionally, morally and physically – celebrating all achievements in a safe, caring, inclusive and creative environment. The whole team works together to bring learning 'alive' and extend pupil experiences
so that they are well prepared for the next steps in their education."

Intimate Care Policy

840/2043
Westlea Primary School

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Author of document:	Deborah Scothern	**Job role:**	Head Teacher
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Key Contacts

Name	Role	Contact details
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Sue Morrison	Chair of governors	

Purpose & Principles of the guidance

This policy sets out procedures for dealing with toileting and personal/intimate care tasks with utmost professionalism, dignity and respect for the child and the maintenance of highest health and safety standards possible. This policy refers to all children, of any age, who may require support for intimate/personal care from an adult on a daily basis, as well as those children who may require it occasionally or exceptionally. As with all developmental milestones, there is a wide variation in the time at which children and young people develop and intimate/personal care may need to be provided at any stage.
Intimate/personal care can be defined as care tasks of an intimate/personal nature:

Definition
"Intimate care" includes:

- Supporting a pupil with dressing /undressing.
- Changing nappies at set times of the day, and as and when they are wet and/or soiled.
- Supporting children to change their clothing when wet from water play/messy play/rain/snow/mud.
- Cleaning a pupil who has wet or soiled him / herself, has vomited or feels unwell.
- Supervising intimate self-care.

Children's dignity must be preserved: It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Our school is committed to ensuring that all staff responsible for the intimate/personal care of children will undertake their duties in a professional manner at all times at the appropriate developmental level and degree of understanding.

As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with sensitively and that the young persons' right to privacy and dignity is maintained at all times. At Westlea our inclusive culture requires commitment from everyone involved in the education and care of our children to develop attitudes which support inclusive practice. Pupils with toileting or personal/intimate care needs who receive support and understanding from those acting in loco parentis are more likely to achieve their full potential across the range of activities within the school.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child, but on those occasions when children need assistance, they must:

- feel safe.
- have personal privacy.
- feel valued.
- be treated with dignity and respect.
- be involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We wish to work in close partnership with parents/carers and other professionals to ensure continuity of care for pupils. Parents are informed of our Intimate Care policy and sign an "Intimate Care" consent form when their child starts school, (*Appendix 1*).

We treat every child as an individual treating them gently and sensitively as possible in order not to cause any form of distress, embarrassment or pain.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

The aim of this policy is to safeguard pupils, parents, staff and the educational setting by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved:

- To safeguard the rights and promote the best interests of the children.
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
- To safeguard adults required to operate in sensitive situations.
- To raise awareness and provide a clear procedure for intimate care.
- To inform parents/carers in how intimate care is administered.
- To ensure parents/carers are consulted on the intimate care of their children.

We believe this policy relates to, and meets the requirements of, the following legislation:

- Children Act 1989
- Education Act 1996
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Special Educational Needs and Disability (Detained Persons) Regulations 2018

The following documentation is also related to, and requirements are fulfilled by, this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Toileting and Personal/Intimate Care Guidance for Schools and Early Years settings In Durham. November 2019.
- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Special Educational Needs and Disability Code of Practice: 0 to 25 Years. Statutory Guidance for Organisations Who Work With and Support Children and Young People with Special Educational Needs and Disabilities (DfE) and (DoH)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Early years foundation stage (EYFS) statutory framework

At Westlea we follow the "Principles of Good Practice", offering all children:

- **Respect, dignity, sensitivity, choice and control.**
- **Sensitive arrangements.**
- **Their own preferences.**
- **Encouragement and promotion of independence and self-help skills.**
- **Ambition for the highest levels of independence and autonomy in older children.**
- **Privacy.**
- **Positive Body Image.**
- **Support with cleaning tasks in standing or lying down**: Only young children and those that are non-weight bearing will be changed in lying on a bench, older children will be cleaned and changed in standing or sitting on the toilet if possible.
- **A consistent approach between home-school.**
- **A consistent approach between school staff.**
- **Confidentiality/routine and procedures.**
- **Appropriate resources and facilities:** Any specialist equipment and adaptations required are accessed through the Occupational Therapist for Physical Difficulties SEND & Inclusion Team.
- **A home-school agreement:** An agreement is in place for parents to provide spare nappies, cleaning wipes and spare clothing, where needed.
- **Appropriately trained staff.**
- **Care plans and risk assessments.**

When changing/cleaning a child who is not in nappies but who requires intimate care, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will ensure that:

- Appropriate PPE is worn, consisting of disposable gloves, apron, which are placed into the nappy bin after changing ***each*** child and ***before*** assisting them to get dressed.
- Only young children and those that are non-weight bearing should be changed in lying on a bench, older children should be cleaned and changed standing or sitting on the toilet if possible.
- If the child needs to lie down to be changed, practitioners can use:
- *a large changing mat*, located in the nursery bathroom. *This must be cleaned after each child with the appropriate wipes/spray*. Wipes to then be placed in the nappy bin.
- *the changing table* located in the accessible bathroom located within the main entrance of the school. This table is a fully equipped medical, changing table complete with hoists to assist staff in lifting children who cannot climb onto the table unaided. Staff must have received specific training to use the hoists.
- The child's bag containing wipes, nappies, clothes is at hand, and/or that our supply of these is close by in case they are needed.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process – verbal explanations, signs, visual aids if needed.
- The child is encouraged to care for him/herself as far as possible - Staff will always encourage children to attempt undressing and dressing unaided.
- Physical contact is kept to the minimum possible, to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up promptly and disposed of appropriately.
- Any soiling that can be, is flushed down the toilet.
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child.
- If any wipes are used, these are not to be flushed – they are to be disposed of in the nappy bin.
- Staff PPE to be disposed of, into the nappy bin, and hands to be washed before dressing child.
- The parent/carer who collects the child will be verbally informed.

Nappy Changing

On entry to our nursery and in school some children, as a result of medical/developmental needs or because they are so young, will still be wearing a nappy/pull-up pants. We understand that all children develop at different rates. As an inclusive school we work closely with families to provide consistent toilet training routines between home/school and to devise care plans which meet the needs of their child. Times will be set with parents for nappy changing, in addition to changes as-and-when the child needs changing due to being too wet/soiled. We have agreements in place for parents to provide spare nappies, cleaning wipes and spare clothing. These are kept in the child's bag, on their peg.

(Please see *Appendix 3* for a specific EYFS risk assessment and further information.)

Nappy changing procedures include:

When changing a child's nappy and cleaning them, staff will provide privacy and respect to the child, without compromising on safeguarding.

When changing a child's nappy, staff will make sure that:

- Appropriate PPE is worn, consisting of disposable gloves, apron, which are placed into the nappy bin after changing ***each*** child and ***before*** assisting them to get dressed.
- The child's bag containing wipes, nappies, clothes is at hand, and that our supply of these is close by in case they are needed.
- Only young children and those that are non-weight bearing should be changed lying down, older children should be cleaned and changed standing or sitting on the toilet if possible.
- If the child needs to lie down to be changed, practitioners can use:
- *a large changing mat*, located in the nursery bathroom. *This must be cleaned after each child with the appropriate wipes/spray.* Wipes to then be placed in the nappy bin.
- *the changing table* located in the accessible bathroom located within the main entrance of the school. This table is a fully equipped medical, changing table complete with hoists to assist staff in lifting children who cannot climb onto the table unaided. Staff must have received specific training to use the hoists.
  In most cases, children in the EYFS will have their nappy changed on the large changing mat/standing/on the toilet if they can – within the nursery.
- The procedure is discussed in a friendly and reassuring way with the child throughout the process - verbal explanations, signs, visual aids if needed. With younger children, they may like the staff to sing a nappy changing song.
- The child is encouraged to care for him/herself as far as possible - staff will always encourage children to attempt undressing and dressing unaided.
- Physical contact is kept to the minimum possible, to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.

- All spills of vomit, blood or excrement are wiped up promptly and disposed of appropriately.
- Wet/soiled nappies/pull-ups are wrapped as their design, placed into a nappy bag, the bag is fastened, and it is placed in the nappy bin.
- Any soiled clothing is put in a plastic bag, unwashed, and sent home with the child.
- If any wipes are used, these are not to be flushed – they are to be disposed of in the nappy bin.
- Staff PPE to be disposed of, into the nappy bin, and hands to be washed before dressing child.
- A record is kept of when each nappy is changed, (see *appendix 2*).
- The parent/carer who collects the child will be verbally informed of when they were changed and if it was a wet/dirty nappy.

Role of the Governing Body

The Governing Body has:

- appointed school personnel suitably trained in intimate care procedures for children;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated governor (Chair) to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure school personnel who provide intimate care are suitably trained to do so;
- make effective use of relevant research and information to improve this policy;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor (Chair)

The Nominated Governor will:

- work closely with the Head teacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- attend training related to this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

- receive training in Child Protection, First Aid, intimate care procedures, and Health and Safety training in moving and handling;
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent;
- be aware of their own limitations;
- promote positive self-esteem and body image;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;
- be aware of all individual intimate care plans;
- discuss intimate care arrangements with parents/carers regularly;
- record all arrangements of individual personal care plans;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- advise the school of any known intimate care needs relating to their child;
- be involved with their child's intimate care arrangements on a regular basis;
- inform the school if their child have any marks or rash;
- provide spare nappies, cleaning wipes and spare clothing, as needed;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professionals suitably trained and assessed to be competent to undertake procedures in intimate care and that they have a right to privacy-Article 16.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus
- the Nursery brochure
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body
- information displays

Training

All school personnel:

- have equal chances of training, career development and promotion.
- receive training on induction which specifically covers:

    - All aspects of this policy
    - Safeguarding and Child Protection
    - Health and Safety
    - Pastoral Care
    - Hygiene
    - Disposal of Nappies and Personal Protection Equipment
    - Inclusion
    - SEN
    - Equal opportunities
    - Inclusion

- receive periodic training so that they are kept up to date with new information.
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Appendix 1

Westlea Primary School
Winslow Crescent, Seaham, County Durham, SR7 8JU
Telephone: 0191 5813658
Email: **westlea@durhamlearning.net** Website: **www.westleaprimaryschool.com**

Dear Parents,

We are writing to you regarding occasions when your child may need support with intimate care routines. We have drawn up strict guidelines to ensure that your child's needs are met in a professional and dignified manner at all times.

We would be grateful if you could sign and return the slip below once you have been made aware of our guidelines and agree to the school carrying out 'intimate care' procedures when necessary.

Yours sincerely,

The Westlea Early Years Team

I am aware of the school's 'Intimate Care Policy.'

I agree to the school carrying out 'intimate care' on my son/daughter when necessary.

Signed: _____

Name: _____

Name of child: _____

Date: _____

Appendix 2

Pupil Name ______________ Class ________

Toileting and Intimate/Personal Care Log

Date	Time	Details of the type of Care Carried out. (toileting, nappy change, other intimate/personal care task)	Carried out by	Signature

Appendix 3

Early Years Nappy Changing Policy, Procedure and Risk Assessment



Introduction

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/developmental stage in line with individual medical guidance (if necessary). 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 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'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 Westlea 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 and 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, and our whole school Intimate Care Policy. It is important that children are changed in a reassuring and caring way by an adult that they know. It is important that we signal our intention to change a child's nappy, by explaining and/or signing, and ask for the child's consent, as appropriate for their development. Staff should always change children in the bathroom areas which allow for privacy for the child, but which also allows the staff member to still be seen and heard by the other people in the nursery. This is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices.

Working with Parents/Carers

We will work with parents when attending to nappy changing routines.

- When their child first starts nursery/school, parents will be asked to sign our intimate care permission letter, stating that they are aware of our intimate care policy and that they give permission for their child to be changed and cleaned at school.
- If a child has any disability or medical needs that may affect their personal care routine, a plan will be drawn up in agreement with the school nurse and/or parents/carers.
- Parents will be asked when their child first starts nursery/school whether their child has any special words/actions/particular needs during their nappy changing procedure. We aim to keep the routine as consistent with home as possible.
- 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.).

Achieving Continence

At Westlea Primary School we will encourage all our children to achieve continence when they exhibit signs that they are ready. This will be achieved through encouragement, praise, working with parents and having high expectations. Independence will be actively encouraged and promoted in a sensitive, age-appropriate manner.

Protection for Staff

Nappy changing protection is afforded to our members of staff in the following ways:

- Staff will be trained in good working practices which comply with Health and Safety regulations.
- 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).
- If a situation occurs that causes staff concern, the incident reported to the class teacher and recorded, (and where appropriate to DSL and/or CPOMS).
- 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.
- Staff must wear PPE of gloves and an apron when changing a nappy.

Nappy Changing Procedure

We will follow the Nappy changing Procedure below:
- Parents should provide nappies, wipes and sacks (and creams if needed).
- Children will have their individual bag which contains their personal supplies.
- Nappies will be checked regularly (around every 2 to 2 and a half hours), or more frequently if thought needed. This will be at the end of morning session and at the end of afternoon session.

- 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).
- Put on PPE including gloves and apron. You should use a new set of PPE for each nappy change, dispose of it before helping to dress the child.
- Check the floor of the bathroom is clear and place the changing mat on the floor. The mat we use is a purpose made, extra-large mat so the both the children's head and areas that need cleaning can fit on the mat. It is made from wipe-cleanable material, front and back.
- Approach the child and say and/or sign that it's time for a nappy change.
- Support the child on to the nappy changing mat. Change the child in a standing position/on the toilet if possible.
- Encourage the child to remove their clothing when appropriate. If needed, help the child to, or, remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack. Fasten it tightly and place in the nappy bin.
- 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 the allocated pedal operated nappy bin.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves and apron and place them in the allocated pedal operated nappy bin.
- Dress the child/encourage them to dress as independently as they can.
- Always help the child to wash their hands using liquid soap, warm water and paper towels/hand-drier.
- Wash your hands using soap and warm water.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat with anti-bacterial wipes provided by the school, or an alternative approved anti-bac spray and paper towels, before leaving to dry. Cleaning products and changing mat are stored on our locked cupboard, safely out of the reach of the children. Then wash and dry your hands.

Nappy Changing Risk Assessment

Hazard	Person(s) potentially at risk	Existing preventative measures	Necessary further actions	Person(s) to carry out further actions	Date to complete further actions
Slips and trips	Children, staff at risk of slipping or tripping	• Areas cleaned at least twice daily • Cleaning equipment available for staff to use should they need • Suitable flooring in wet areas • Areas kept clear of tripping hazards	• Spillages/hazards to be removed immediately	Member of staff changing nappy	Ongoing
Manual handling / Musculoskeletal	Staff at risk of back pain from lifting children or knee pain from kneeling on hard surfaces.	• Staff discouraged from lifting children • Kneeling mat to be available to staff	• Staff to tell senior member of staff if they are experiencing pain.	Member of staff changing nappy	Ongoing
Irritation/ reactions to spray.	Children at risk of consuming or having skin-based irritation from cleaning spray	• Cleaning products to be kept away from children's reach. • Areas to be cleaned once child has returned to class.	• Staff to make visual check on entering nappy changing area that no hazardous substances are in reach of children.	Member of staff changing nappy.	Ongoing
Safeguarding	Children are at risk of abuse due to nature of intimate care. Staff are at risk of false allegations of abuse. Risk of chn hurting themselves on equipment, e.g. rips/sharp edges on changing mat.	• Staff to inform other staff members when they are going to change a child. • Members of staff to be visible to other staff members when nappies are being changed. • All members of staff to be DBS checked. • Staff to be discouraged from lifting children. • Children should not be restrained.	• Equipment to be checked daily to ensure that it is safe and fit for use. Any problems should be reported to a member of the leadership team immediately. • Use our purpose made, extra-large mat so the both the children's head and areas that need cleaning can fit on the mat. It is made from wipe-cleanable material, front and back.	Member of staff changing nappy	Ongoing
Infection, allergic reaction and contamination	Children are at risk of allergic reaction from using unsuitable product. Staff and children are at risk of becoming ill due to a poor standard of cleanliness.	• Staff should follow nappy changing procedure detailed in this policy to ensure that a high standard of cleanliness is maintained. • Staff should wear PPE including gloves and aprons, washing their hands thoroughly and changing their protective clothing before and after changing each child's nappy. • The area should be disinfected using a safe disinfectant after each child's nappy is changed. • Parents should provide all products needed, and staff should use only the child's own products on them.	• Make parents aware if supplies of wipes/nappies/bags/cream are low. - Equipment to be checked daily to ensure that it is safe and fit for use, e.g. no rips on the changing mat exposing the foam. Any problems should be reported to a member of the leadership team immediately. • Use our purpose made, extra-large mat so the both the children's head and areas that need cleaning can fit on the mat. It is made from wipe-cleanable material, front and back.	Member of staff changing nappy / class teacher	Ongoing

This policy is written in line with the recommendations set out in:

* Durham County Council's **"Toileting and Personal/Intimate Care Guidance for Schools and Early Years settings In Durham. Supporting the personal development of Children and young people and promoting inclusion."**