



September 2015



Intimate Care Policy

At Conway School we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, two designated members of staff take responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

Introduction

The purpose of this policy is:

- 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 in the intimate of care of their children

Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.



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Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard children and staff.

Procedure.

- Home/School agreement to be signed by parents of children who are not yet toilet trained.
- Parents will be responsible for providing all nappies, wipes and nappy sacks.
- Only an employed member of the school will change a child, no volunteers/ work experience students.
- Another member of staff to be in sight or hearing.
- A child will be taken to the nursery toilet area to be changed.
- They will be encouraged to lie down on a changing mat.
- All staff wash their hands prior to changing a child.
- Staff member will notify another staff member that they are changing a child.
- Gloves will be worn by staff when changing a nappy and/or clothing.
- Soiled nappies and gloves will be disposed of in a nappy sack and placed in a lidded white bin.
- A child's clothing will be placed into a plastic bag to be taken home and spare clothes will be given. The spare clothes will be washed by the parent and returned to school. (If a child's clothing is very soiled, staff will wash the clothing immediately using School laundry facilities).
- The changing mat will be wiped down with an antibacterial wipe.
- A record of all nappy/clothing changes will be kept in the Nursery and Reception classes.

Potty Training

- Teachers will liaise with parents before the child starts to ensure procedures are consistent between home and school.
- Review meetings will be held with parents to ensure children are working towards becoming toilet trained.
- If needed parents will be asked to bring in a potty for their child to use until they are able to use the trainer seats on the toilets.



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- Staff will be aware of the children using the potty and will be mindful of when the child needs to use it.
- Children will follow the procedures agreed in the parent teacher meeting.
- We will encourage independence when using the potty, E.G. Child undoing their trousers and pulling them down, wiping themselves.
- Once the child has finished using the potty the staff member will empty the contents down the toilet and wipe out the potty using anti-bacterial wipes.

Conway Primary School

I, the parent/carer of _____

Agree that:

- My child will arrive in a clean nappy or I will change it on arrival
- I will provide all nappies, wipes, nappy sacks and potties to be used
- I will report any changes in my child's routine or skin care
- I will work with staff to help my child to become toilet trained

Signed _____ Date _____