

St Bernadette's Catholic Primary School

Intimate Care Policy



"At St Bernadette's Catholic School you will find us caring, hardworking and cooperative. We follow the ways of Jesus using our talents and gifts to make our school special. We show respect to all and welcome you."

Statement of Intent

This policy has been devised to support pupils who enter the Early Years Foundation Stage who are not toilet trained, as well as pupils who have medical needs that mean they are required to wear a nappy or pull ups. St. Bernadette's is inclusive and as such we admit children who are not fully toilet trained. In addition to this, the policy also ensures that in the event of other children having toilet accidents within the school setting, that they are dealt with in a secure, safe and suitable manner. All stakeholders recognise the importance of the latter in the interests of themselves and the children in their care

The Policy Aims to:

- Protect children from maltreatment.
- Protect staff from false accusations of mistreatment.
- Ensure the safeguarding of those children in our care.

This policy should help to prevent children from deliberate harm and ensure that they are dealt with in the safest and most hygienic way possible.

Responsibilities

- The Governing Body has overall responsibility for the implementation of the Intimate Care Policy.
- The Governing Body has overall responsibility for ensuring that the physical Intimate Care Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- The Governing Body has responsibility for handling complaints regarding this policy as outlined in the school's complaints policy.
- Staff, including teachers, support staff and volunteers, will be responsible for following the Intimate Care Policy.

General principles

- The school is not responsible for toilet training in the Early Years Foundation Stage.
- The school is not responsible for providing disposable nappies, wipes or creams. Parents are required to provide these each day where necessary.
- Parents are required to provide spare clothing if their child is not toilet trained, in case of accidents.
- Parents should change their child at the latest possible time before bringing them to the school.
- If a pupil, known to be toilet trained, begins having accidents on a regular basis, parents will be informed.

Procedures

In the event of a child wetting or soiling themselves;

- They must be taken to a toilet area with all doors left open and two members of staff present (either teachers or teaching assistants, **UNDER NO CIRCUMSTANCES ARE COLLEGE STUDENTS or VOLUNTEERS ALLOWED TO CHANGE SOILED CHILDREN**). The privacy of the child will be protected through the subtlety of staff behaviour and language.
- If possible the child will remove all wet or soiled clothing themselves, with some help if needed. Staff will also encourage the child to try and clean themselves, again with help if needed. All soiled clothing will be placed into a plastic bag and discreetly handed to their parents at the end of the school day. This will be recorded in the Intimate Care Record Book.
- For children who are not yet toilet trained or have medical needs in EYFS, staff will change the pupil's nappy or pull up. Children will be changed in the toilet area. Parents will be required to sign the parental consent form (see appendix I) and nappy changes will be recorded.
- Staff will wear disposable gloves when changing the child and will wash their hands after changing the child.
- The area will be thoroughly cleaned using toilet cloths and spray, in order to prevent cross contamination.
- If a child soils themselves on more than one occasion in one day, the parents will be called with the advice that they seek medical assistance. Such children will remain absent from school for 48hrs in order to deter cross contamination to other children and staff.

Health and hygiene

- To prevent the spread of infection, staff will wear disposable gloves and aprons when dealing with a toileting incident.
- The changing area will be cleaned after use.
- Hot water and liquid soap are available to wash hands as soon as the task is completed.
- An air dryer or paper towels are available for drying hands.
- Soiled nappies/pull ups will be placed in a nappy sack and put in the outside waste disposal bin.

Health conditions

- If a pupil requires cream to be administered, this will be dealt with under the Supporting Pupils with Medical Conditions Policy.

Safeguarding

- Should marks, bruises or injuries be found on a child when changing, or staff are concerned about the welfare of any child, they are required to follow the Safeguarding Policy. Their concerns will be recorded on the agreed report form, which will then be given to the Designated Safeguarding Lead. The information will be kept in a secure place. The information will be shared within school on a need to know basis.
- Further details can be found in the Safeguarding Policy.

Head/Management

- Recruitment – vetting checks to include identify, qualifications, list 99 and CRB – single central record.

All staff will be given a copy of the schools intimate Care Policy and will be given verbal advice on how to deal with relevant incidents that may arise. This is particularly relevant to those staff working within our Foundation Stage.

Parents and carers will be able to access the policy through the schools website.

All staff and volunteers revisit the policy every two years.

E. Finnegan

EYFS Co-Ordinator

Updated September 2018

Appendix I

Intimate Care Parental Consent

Nappy Changing

Name:	DOB
Class/Teacher name	

I/We have read the Intimate Care Policy provided by the educational establishment that my child attends.

I/We give permission for staff to attend to the intimate care needs of my/our child and are in agreement with the procedures proposed.

Name of Parent	Signature	Date:
Staff	Signature	Date: