



# Greengate Lane Academy

## Intimate Care Policy

**Date: Reviewed September 2024**

At Greengate Lane Academy, no child is excluded 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 parent/carers 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 see toilet training as a self-care skill that children can 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's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are considered
- To protect children from discrimination, and ensure inclusion for all

### **Basic Principles**

At Greengate Lane Academy 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

### **The role of the parent/carer**

- Ensure the child arrives at school wearing a clean, dry nappy or pull-up pants (we understand soiling can happen occasionally on route to school – if this happens, parent/carer should inform staff at drop-off to ensure children are changed immediately).
- Provide spare nappies/pull-ups, wipes, nappy bags and clean clothes
- Understand and agree to the procedures in place for changing their child (appendix 1)

- Inform the staff of any marks/rashes that the child may have
- Work with staff towards independent toilet training including children communicating they need changing.

#### **The role of school staff**

- Undertake mid-session and post lunch check of nappies
- Change the child should they soil themselves or be uncomfortably wet
- Monitor the times a child is changed and keep a log, noting time, date, skin condition and reasons for changing
- Report to parent/carer if the child's nappy/pull-up has been changed and any marks/soreness recorded
- Work with parent/carer towards independent toilet training

#### **Nappy/Pull-up changing procedure**

- Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack
- Wash and dry hands, put on a clean pair of gloves
- Remove soiled nappy/pull-up and place in nappy sack
- Wipe skin clean with wipes
- Put on clean nappy-pull-up
- Place soiled nappy (inside sack) in the bin
- Soiled clothes will be bagged and placed in child's bag to take home
- Support child to dress
- Help child to wash hands
- Wash own hands
- Nappy change will then be logged

#### **Intimate Care Plan**

- If a child in KS1/KS2 has an intimate care plan, two members of staff will change the child. A plan will be discussed, and parent/carer must agree and sign to this (appendix 2)
- If there are any changes to medical information, it is parent/carers responsibility to update the school office and the plan will be altered accordingly, if necessary.
- When a change is made to the agreement, parent/carer must sign to say they understand. Otherwise, parent/carer will sign at the start of the academic year.
- When the child has been changed, parent/carer will be made aware at the end of the school day.
- Staff will record the change, noting the date, time, skin condition and why the child needed changing.
- Any concerns will be communicated with parent/carer and recorded on appropriate system.

#### **Child Protection**

- A normal nappy/pull-up change should not raise any child protection issues
- The member of staff should inform another member of the team what they are doing
- Staff can only change children if they have a valid DBS check
- Students cannot change nappies/pull-ups
- Where staff are concerned about a child's actions or comments whilst carrying out a personal care procedure, this should be recorded and discussed with the school's designated safeguarding lead (DSL) immediately
- Nappy/pad change record will be reviewed by the EY Lead and DSL weekly.



## Greengate Lane Academy

### Nappy Changing and Clothes Changing Agreement

To best meet the needs of your children when they are with us, we would like to set up an individual agreement between parents/carers and the school regarding intimate care. Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development. Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene. Staff at Greengate Lane Academy, providing intimate care, are aware of the need to adhere to good Child Protection practice to minimise the risks for both children and them. All staff are supported and trained so that they feel confident in their practice.

**Name of Child** \_\_\_\_\_

- I give permission for Greengate Lane Academy to provide appropriate intimate care to my child.
- I understand that this will be carried out by a member of Greengate Lane Academy staff.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

## Appendix 2



### Intimate care plan

Date \_\_\_\_\_ Review \_\_\_\_\_

Name of child		
DOB		
Class		
Parent/ Carer		

Task	Requires intimate care intervention from staff	Child can perform with supervision/ minimum assistance from staff	Comments
Toileting			
Hand washing			
Dressing/ undressing for PE			
Supporting eating/ feeding			
Administering medicines including creams			

Facilities and Equipment required	Yes/ No	Comments
Changing mat/ bed		
Step		
Klever Taps		

Clinical waste bin		
Storage for supplies		
Emergency Alarm		
Other		

<b>Supplies</b>	<b>Parent to supply</b>	<b>School to supply</b>
PPE Apron Gloves Clinical waste bags		
Nappies/ pull ups		
Wipes		
Spare clothing		
Cloths/ paper towels		
Disposable sacks		
Disinfectant/ cleaning materials		

<b>Staff Member</b>	<b>Training required</b>	<b>Training given (date)</b>

**Permission for intimate care procedures:**

- I give permission for Greengate Lane Academy to provide appropriate care to my child.
- I understand that this will be carried out by a member of Greengate Lane Academy staff.
- I will advise the school of anything that may affect issues of personal care (e.g. changes in medication, if a child has an infection etc)
- I understand the procedures that will be carried out and will contact school immediately if there are any comments.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

## Appendix 3



## Record of intimate care

**Child** \_\_\_\_\_ **Class** \_\_\_\_\_

[illegible]

