



**KIVETON PARK INFANT
SCHOOL
INTIMATE CARE POLICY**

Date of Policy Approval _____

Date of Policy Review _____

Policy Approved _____

Introduction

The aim of this policy is to outline the procedure of intimate care that the school can offer children who require additional support to use the toilet or those that require nappy changes. Intimate care is any care that involves the changing of clothing, nappies or cleaning to intimate personal areas.

We are an inclusive school who admits children who are not fully toilet trained. By the time the child enters Foundation 2 (Reception) we feel that it benefits the child if he/she is out of nappies or at least working towards this, unless they are developmentally not ready or have an additional medical or special need that prevents this.

At Kiveton Park Infant School we are committed to ensure that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity especially when intimate care is provided.

Parents are made aware that the EYFS team or Sue Newton our Family Support Worker are available to offer advice on how to toilet train children. They can also put parents and carers in contact with other relevant support if required. Parents are asked to inform school if their child is in nappies and of any medical condition which requires them to wear a nappy.

Procedure

- All parents and carers are asked to sign the intimate care home school agreement which allows staff to provide intimate care to individuals (see Appendix)
- Parents are responsible for providing spare clothes and underwear. If a child is not toilet trained they will also send in nappies, wipes and any cream if required.
- Only employed Kiveton Park Infant School staff are responsible for changing children. All members of staff have had DBS checks and are regularly trained in safeguarding.
- The staff member will notify another staff member when they are changing a child.
- A child will be taken to the toilet area to be changed.
- If a child is having their nappy changed they will be encouraged to lie down on a changing mat.

- All staff will wash their hands prior to changing a child.
- Disposable gloves and aprons will be worn by staff when changing a nappy or soiled clothing.
- Soiled nappies, gloves and aprons will be disposed of in a nappy sack and placed in an appropriate nappy disposal unit.
- A child's soiled clothing will be placed into a plastic bag to be taken home and spare clothing will be worn. If spare clothing has been provided by school, they are to be washed by parents and returned back to school.
- The changing mat will be wiped down with an antibacterial wipe after each use.
- A record of all nappy or clothing changes will be kept by the school.
- Child protection procedures will be adhered to. If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. or a disclosure is made, they will immediately report concerns to the appropriate designated safeguard lead.

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out regular monitoring of the policy and procedure.



Home - School Partnership Agreement of Intimate Care

We ask all parents and carers to sign this agreement to allow staff to provide appropriate intimate care where necessary.

All parents and carers are asked to provide spare clothes in a bag regardless of whether their child is toilet trained.

If a child requires cream administering the parent will write a note giving their permission beforehand.

The Parent/carer:

- I agree to ensure that my child is changed at the latest possible time before being brought to school.
- I agree to provide the school with an appropriate amount of spare nappies and wipes if my child is not toilet trained.
- I agree to bring a change of clothing even if my child is toilet trained.
- I have read the intimate care policy and I understand and agree the procedures that will be followed if/when my child is changed at school.
- I agree to inform the school should my child have any marks or rash.
- I agree to encourage my child’s participation in toileting procedures wherever possible.
- I agree to work with the school to toilet train my child when they show they are developmentally ready to do so.
- I understand that during toilet training my child could wet or soil themselves several times a day and will provide additional sets of spare clothing at this time.

The school:

- We agree to change the child during a morning or afternoon session should the child soil themselves or become uncomfortably wet.
- If a child attends a full day we agree to change the child’s wet nappy at lunchtime and when the child soils themselves.
- We agree to monitor the number of times the child is changed.
- We agree to report to you and record if the child becomes distressed or if any marks or rashes are seen.
- We agree to encourage the child’s participation in toileting procedures wherever possible.
- We agree to take the appropriate action to respect the cultural practices of the family.

I give permission to the school to provide appropriate intimate care support to my child e.g. changing nappies, soiled clothing, cleaning and toileting.

I will advise the class teacher of any medical conditions my child may have which may affect intimate care.

Child’s name.....

Signed..... Parent/carer

Date.....