**Lemington Riverside Primary School**

**Intimate Care Policy**

**Introduction:**

The term intimate care refers to the changing of children when a child is wet or has soiled themselves and requires a change of clothing.

**Rationale:**

Our school is committed to the health and safety of its children and staff and will take appropriate action to safeguard their well-being.

Children who are delayed in achieving continence will not be refused admission.

Children will not be excluded from normal school activities solely because of incontinence.

**Guidelines:**

\* Staff aim to encourage young children to become independent at toilet time. However, this is a learning process where staff will need to give help and assistance as and when appropriate e.g. if struggling with clothing etc.

\* Staff members need to respond positively, to give practical and emotional support to children and parents, to develop their self- help skills towards independence.

\* Children may ask for or require assistance to adjust and remove their clothing in the bathroom. Children will be encouraged to perform the task independently, where appropriate.

\* Children may ask for or require assistance to wipe their bottoms. Children will be encouraged to perform this task independently, unless assistance is required as part of an IEP or Special needs/medical care plan agreed by parents or carers.

\* Children may close cubicle doors themselves for privacy. Staff would not be advised to enter a toilet cubicle and close the door to assist a child. Staff must assist children **whilst having regard for their own safety,** whilst respecting the child’s need for privacy and dignity.

\* Children in nursery and reception will be changed in the EY bathroom, children in Key stage 1 will be changed in the KS1 bathroom and children in Key stage 2 will be changed/change in the KS2 bathroom.

\* All children will be changed as discreetly as staffing allows, with the necessary equipment to hand.

\* Children will be changed by a fully cleared member of staff, as soon as possible. Volunteers will not be asked or allowed to carry out this duty.

\* Cultural and religious needs will be taken into account and parents should inform staff of any particular needs

\* Staff will inform other members of staff when intimate care is necessary.

\* Children will be changed in privacy, as appropriate, and treated with respect. Staff will seek the child’s permission before undressing if they are unable to do this unaided.

\* Staff will reassure children who need to be changed and help them to remain relaxed, comfortable and safe. Agreed terminology for parts of the body and bodily functions will be used by staff and children will be encouraged to use the term appropriately.

\*Staff must wear appropriate protective clothing when changing a child i.e. disposable gloves, apron etc.

\* All age phases record the name of a child who has been changed (which has required more intimate care) and the date (see attached record).

**Soiling:**

\* Solid waste is to be flushed away and the children to be changed as necessary. Nappies will be put in the nappy bin.

\* If a child has soiled as a result of being ill, a parent or carer will be contacted to take the child home.

\* If a child has soiled excessively and cannot clean themselves adequately with the schools washing facilities, and in dignity, a parent or carer will be contacted so the child can be washed in private. Parents normally are requested to collect their child and return them once they are clean as long as the soiling is not due to illness.

**Wet underwear:**

\* Children will be encouraged to remove wet clothing independently and assistance will be given where necessary. Children will be encouraged to dress themselves in dry clothing provided from the school’s spare clothes. These are clearly labeled and kept on a shelf in both the nursery and reception bathrooms.

\* Wet clothing will be sent home to be washed in a tied carrier bag.

**Child Protection**

The normal process of changing a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. Few setting/schools will have the staffing resources to provide two members of staff for nappy changing and DBS checks are carried out to ensure the safety of children and young people with staff employed in childcare and education settings. If there is known risk of false allegation by a child then a single practitioner should no undertake changing a child. A student on placement should not change a child unsupervised. Setting/school managers are encouraged to remain highly vigilant for any signs or symptom of improper practice, as they do for all activities carried out on site.

**Keys to success**

Delayed continence may be linked with delays in other aspects of the child’s development, and will benefit from a planned programme worked out in partnership with the child’s parents/carers.

There are other professionals who can help with advice and support. The School Nurse or Health Visitors have expertise in this area and can support parents/carers to implement toilet training programmes in the home.

Parents/carers are more likely to be open about their concerns about their child’s learning and development and seek help, if they are confident that they and their child are not going to be judged for the child’s delayed learning.

**Home School Agreement**

If a child is incontinent the school will set up an agreement defining the responsibilities that each partner has, and the expectations each has for the other.

**The Parent will:**

* Agree to ensure that the child is changed at the latest possible time before being brought to school
* Provide school with spare nappies (if required) and a change of clothes
* Understand and agree the procedures that will be followed when their child is changed at school
* Agree to inform school should the child have any marks/rash
* Agree to a ‘minimum change’ policy i.e. school would not undertake to change the child more frequently than if she/he were at home.
* Agree to review arrangements should this be necessary

**The School will:**

* Agree to change the child during a single session should the child soil themselves or become uncomfortably wet
* Agree how often the child would be changed should the child be staying for the full day
* Agree to monitor the number of times the child is changed in order to identify progress made
* Agree to report should the child be distressed, or if marks/rashes are seen
* Agree to review arrangements should this be necessary.

Date policy became effective: 6.2.12

Reviewed and updated: February 2015

Reviewed and updated: 14.1.18

Date of next review: January 2021