



# Whole School Statement for:

## Intimate Care, Toileting and Nappy Changing Policy

**Updated January 2021**  
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J Steeden (Acting Head Teacher)

*E. A Hasler*

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## Introduction:

Orchards CE Academy will ensure that all staff responsible for intimate care of children and young people will undertake their duties in a professional manner at all times. We are committed to ensuring that children are treated with sensitivity and respect.

The staff at Orchards CE Academy take seriously their responsibility to safeguard and promote the welfare of the children and young people in their care.

The Governing Body recognises their duties and responsibilities in relation to the Equality Act 2010 which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

We recognise that there is a need for children and young people to be treated with respect when intimate care is given. No child shall be attended to in a way that causes distress, embarrassment or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care.

## Definition:

Intimate care is defined as any care which involves washing, touching or carrying out an invasive procedure that most children and young people carry out for themselves, but which some are unable to do.

Intimate care tasks are associated with bodily functions, body products and personal hygiene that demands direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence pads and nappies, helping someone use the toilet or washing intimate parts of the body, cleaning a pupil who has soiled him/herself or vomited. It is also associated with other accidents that may require a child to remove their clothes. These include changes required as a result of water play, messy play, sickness and weather.

## Practicalities

It is generally expected that most children will be toilet trained and out of nappies before they begin at school or nursery. However, we recognise that children will join Orchards CE Academy, having reached differing levels of independence and development in toileting and self-care. Therefore, it is inevitable that from time to time some children will have accidents and need to be attended to.

In order to help the children to become aware of their bodily needs and respond to them in time, those who wish to go to the toilet are always allowed to go.

Children in the EYFS have access to the toilet whenever they need to and are encouraged to be as independent as is age and developmentally appropriate. They are reminded at regular times to go to the toilet and are also encouraged to wash their hands after the toilet.

As children progress through the school, they are encouraged to use the toilet during break times.

#### Role of Reception staff

EYFS staff have access to a bathroom area with a toilet and hand basin with access to warm water. There is also a stock of baby wipes, plastic bags and disposable protective gloves for staff to use in each classroom. If a child soils him/herself during school time, one member of the EYFS staff (teacher, TA, meals supervisor) will help the child:

- Remove their soiled clothes
- Clean skin (this usually includes bottom, genitalia, legs, feet)
- Dress in the child's own clothes or those provided by the school
- Wrap soiled clothes in plastic bags and give to parents to take home.

At all times the member of staff pays attention to the level of distress and comfort of the child. If the child is ill the member of staff telephones the parent/carer. In the event a child is reluctant and finally refuses, the parent/carer will be contacted immediately.

Our intention is that the child will never be left in soiled clothing, but as soon as a member of staff is aware of the situation, she/he will clean the child. The member of staff responsible will check the child regularly and ensure that he/she is clean before leaving to go home.

It is intended that the child will not experience any negative disciplining, but only positive encouragement and praise for his/her endeavours to master this necessary skill. It is always our intention to avoid drawing attention to such events and positively to encourage the child in his/her efforts to gain these skills.

#### Guidance for intimate care needs over and above accidents.

- The management of all children with intimate care needs will be carefully planned.
- Where specialist equipment and facilities above that currently available in the school are required, every effort will be made to provide appropriate facilities in a timely fashion, following assessment by a Physiotherapist and/or Occupational Therapist.
- There is careful communication with any pupil who requires intimate care in line with their preferred means of communication to discuss needs and preferences.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty and menstruation.
- Pupils will be supported to achieve the highest level of independence possible, according to their individual condition and abilities
- Individual care plans will be drawn up for any pupil requiring regular intimate care.
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one pupil will be cared for by one adult unless there is a sound reason for having more adults present. In such a case, the reasons will be documented.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the care plan.

- The needs and wishes of children and parents will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation.
- Staff who provide intimate care are trained to do so (including Child Protection, and Moving and Handling where appropriate) and fully aware of best practice.

Within the Early Years Foundation Stage staff will have individual discussions with parents/carers to replicate the support the children receive at home, to ensure consistency in approaches to toileting and intimate care. We recognise that intimate care arrangements will still be required for some children in this age range.

Careful consideration will be given to individual situations to determine.

Where a care plan is not in place and a child has needed help with intimate care (in the case of a toilet 'accident') then parents/carers will be informed the same day, either verbally or via a telephone call or note home to inform parents of the nature of the accident.

Child Protection:

The Governors and staff of Orchards CE Academy recognise that disabled children are particularly vulnerable to all forms of abuse. Child Protection and Multi-Agency Child Protection procedures will be adhered to at all times.

All members of staff carrying out intimate care procedures are DBS checked. Childcare Students are not permitted to carry out intimate care procedures unsupervised but could be permitted to observe a member of staff under their supervision at the discretion of the Nursery Manager. It is not appropriate for volunteers to carry out or observe intimate care procedures under any circumstances.

If a member of staff has any concerns about physical changes in a child's presentation (unexplained marks, bruises or soreness for example) s/he will immediately report concerns to one of the Designated Safeguarding Leads.

If a child becomes distressed or unhappy about being cared for a particular member of staff, the matter will be investigated at an appropriate level and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process of reaching a resolution. Further advice will be taken from partner agencies.

If a child makes an allegation about a member of staff this will be investigated in accordance with agreed procedures.

Staff are not permitted to have upon their person a mobile phone housing a camera or video during toileting procedures. Staff belongings and mobile phones should be kept in the staffroom or one of the staff work/office area during working hours.

## Disabilities

The Governing Body recognises its duties and responsibilities in relation to the Disability Discrimination Act which requires that any child with an impairment that affects his/her ability to carry out normal day-to-day activities must not be discriminated against.

EYFS Intimate Care and Nappy Changing – Policy Statement: (to be read in conjunction with school Safeguarding Policy [www.orchards.cambs.sch.uk](http://www.orchards.cambs.sch.uk))

At Orchards CE Academy no child is excluded from participating in our setting who may, for any reason, not yet be toilet trained, or confidently toilet trained and who may still be wearing nappies or equivalent. We work with parents to support toilet training, unless there are medical or other developmental reasons why this may not be appropriate at this time. We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

Our procedures:

Our Key Persons and all suitably qualified nursery staff, undertake changing children allocated to them and support the needs of the individual children in the setting. We try to ensure that nappy changing is undertaken by known staff.

The onus is on the parents/carers to provide nappies, wipes and a change of clothes. Each child should have spare nappies, wipes and clothing made available in a named bag for every session attended. Spare nappies and wipes are kept in the changing room for emergency purposes.

The adult undertaking nappy changing records whose nappy they have changed, time of changing; as well as noting any change of clothing – the record chart is kept in the bathroom area.

Our changing area is warm with a safe area to lay children and no bright lights shining in eyes.

Staff put on gloves and aprons before changing starts and the areas are prepared with an appropriate sanitiser.

Staff are aware never turn their back on a child or leave them unattended whilst they are on the changing mat.

Staff should be considerate when changing nappies; they should avoid pulling faces and making negative comments about “nappy contents”.

Staff should refrain from making inappropriate comments about children’s genitals when changing their nappies.

Staff should ensure that nappy changing is relaxed and a time to promote independence in young children. They should maintain eye contact with the child where possible and talk to them.

Staff should encourage children to take an interest in using the toilet.

Staff should always encourage children to wash their hands and have soap and towels to hand.

Older children have access to the toilet when they have the need to and are encouraged to be independent.

Nappies and pull ups should be disposed of hygienically. Any soil (Faeces) in nappies or pull ups is flushed down the toilet and the nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for parents to take home.

We have a duty of care towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this could constitute neglect and will be a disciplinary matter. If a child is dry during a nappy change this should be recorded on the nappy change sheet along with the time child was observed to be dry.

Read in conjunction with:

- Safeguarding policy/Child Protection
- Early Years Foundation Stage Policy

TO BE SIGNED AND RETURNED TO THE SCHOOL OFFICE

Permission form for intimate care

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible. Our staff are experienced at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

Orchards CE Academy has an Intimate Care Policy which is available to view on our website or a copy can be obtained from the school office.

Please fill out the permission slip below stating your preference.

Yours sincerely

Miss Harrison

Early Years Leader

Intimate Care Guidance - Permission form

Permission for school to provide intimate care

Pupil's name:.....

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I//We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

Signature:.....

Name:.....

Relationship to child:.....

Date:.....

Intimate Care Guidance - Toileting plan discussion with parents/carers

Record of discussion with parents/carers

Pupil's name: .....

DOB: .....

Date of meeting: .....

Persons present: .....

	Details	Action
Working towards independence, e.g. taking pupil to toilet at timed intervals, rewards		
Arrangements for nappy changing e.g. who, where, privacy		
Level of assistance needed, e.g. undressing, hand washing, dressing		
Moving and handling needs, e.g. equipment, training needs, hoisting equipment		
Infection control, e.g. wearing gloves, nappy disposal		
Sharing information, e.g. nappy rash, infection, family/cultural customs		
Resources needed, e.g. toilet seat, step, nappies, creams, nappy sacks, change of clothes, gloves		
Other		

Signed .....



