



**Wainwright Primary Academy**

Working Together, Perseverance, Achievement

# **INTIMATE CARE POLICY**

**September 2017-18**

## **Toileting and Intimate Care Policy (Including Nappy Changing)**

All children at Wainwright Primary Academy have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of school life.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005. Wainwright Primary Academy will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- Adjustments will be made for any child who has delayed incontinence

We ensure there is an adequate number of toilets and hand basins available. We also ensure there are suitable hygienic changing facilities for changing any children who are in nappies and that there are adequate supplies of clean bedding, towels, spare clothes and any other necessary items always available.

### **Definition**

**Intimate Care** – covers any tasks that involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

**Partnership with Parents/Carers** – Staff at Wainwright Primary Academy work in partnership with parents/carers to provide care appropriate to the needs of the individual child.

Parents/Carers are asked to supply the following:

- Spare nappies
- Spare Clothes
- Spare underwear

**Best Practice** – When intimate care is given, the member of staff explains fully each task that is carried out and the reason for it. For staff to encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve. All staff working in early years setting must have a CRB check. Particular staff members are identified to change a child with known needs and they plan and record their work with that child.

**Safeguarding** – Staff are trained to recognise the signs and symptoms of child abuse in the academy's safeguarding policy and will follow the guidance given.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress, etc. they will inform the Safeguarding Designated Officer (SDO) immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the Early Years Lead, Nursery Manager, or Reception teachers will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the Early Years Lead, Nursery manager or Reception teachers will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

### **Nappy Changing –**

No child is excluded from participating in the Nursery at the Wainwright Primary Academy who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, 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 have the opportunity to learn with the full support and non-judgemental concern of adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents. At Wainwright Primary Academy we aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we will remind them at frequent intervals to use the toilet. If a child is in nappies, these will be changed as necessary.

### **Procedures for children that are toileting or being trained to use the toilet**

- At Wainwright Primary Academy we will maintain each child's privacy.
- All staff are familiar with the hygiene procedures and carry these out when toileting children.
- During toileting staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the experience.
- Staff will wear protective gloves and apron when supporting children during toileting.
- These will be disposed of after each use.
- Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
- At Wainwright Primary Academy staff will remind children to use the toilet regularly.
- On occasions a potty will be used for children that find it difficult to use the toilet or those who feel more confident using a potty.
- All children will be encouraged to adopt good personal hygiene by washing their hands properly using soap provided or on occasion special soap will be provided by parents if their son has sensitive skin. Wainwright Primary Academy will provide visual reminders to show good hand washing practice.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
- Activities and routines will also include reminders about the need for good personal hygiene.
- Only staff members with DBS Enhanced Disclosure clearance will undertake toileting duties.
- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. If these have not been provided we will use the Academy school spare clothes.

### **Procedures for nappy changing**

- At the Wainwright Primary Academy we will maintain each child's privacy.
- During nappy changing staff will interact with the child, and if upset will reassure and comfort them. They will praise them verbally throughout the nappy changing experience.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Staff will wear protective gloves and apron when changing nappies/pull ups. These will be disposed of after each use.
- Nappy changing will take place throughout the session at timed intervals, also as and when required. Children will also be checked periodically and changed as needed.
- Where possible, key workers change their own key child's nappy. If this is not possible, another member of staff (with whom the child is familiar/comfortable with) will undertake this task.
- Staff are gentle when changing; they avoid pulling faces and making negative comment about 'nappy contents'.
- Staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- All children are changed in the adult's toilet where the nappy changing station is located.
- The changing mat is wiped down with antibacterial wipes/spray after each nappy change.
- Staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing task.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend in the next cubicle who is also using the toilet.
- All used pull-ups and nappies will be disposed of in the on-site yellow nappy refuse bin. This is emptied and removed daily by a member of the premises team.
- All nappy changes will be recorded in our changing records.
- Only staff members with DBS Enhanced Disclosure clearance will undertake nappy changing.
- Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.

**Dealing with body fluids** – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely and correctly by the premises team. When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home and tied to their book bags– staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

It is paramount that all staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.