



NORTHSIDE Primary School

Intimate Care Policy

Last review: September 2021

Ratified:

Review: December 2022

Rationale

No child is excluded from participating in our nursery 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 where children have the opportunity to learn with the full support and non-judgemental guidance of adults.

In Practice

- This policy sits in context with our child protection policy which makes specific reference to staff phones, cameras and other recording equipment and includes robust safeguarding checks including relevant DBS checks.
- Parents/carers are asked to sign a form to say that they give permission for their child to receive appropriate intimate care from a member of staff who is known to them. If a parent/carer does not feel happy giving their permission, they will be telephoned to come back to school to clean and change their child.
- All staff are responsible where possible for changing nappies/pull ups and toileting accidents. No students or volunteers should change a child or agency staff that is unfamiliar to them. At Northside we encourage all children to clean and change themselves. When this is not possible, an adult will clean a child, informing another member of staff.
- If an adult feels there is a known risk of false allegation by a child then a single practitioner should not undertake changing without another member of staff.
- If no adult is available to help from the class, the adult should call for assistance. We always inform parents when a child has had an accident and the amount of support given to a child. If a child has badly soiled themselves and they need to be washed, their parents will be contacted to come and collect their child.
- It is recorded in the toileting book when a child has to be changed and by whom. This is useful to monitor staffing allocation and children's developing/ or not toilet skills. It also helps staff to identify children's personal routines which helps when toilet training begins in earnest. If a situation occurs which concerns a member of staff, a



second member of staff should be called immediately. Concerns will be shared with the safeguarding officer and will be recorded straight away.

- The child will stand in the toilet cubical to provide some privacy when needing support to be cleaned and changed.
- In nursery each child should have a spare set of clothes provided by their parents on their coat pegs. If the child is wearing nappies or 'pull ups,' parents must provide spares and baby wipes for those children with allergies.
- Gloves and aprons are put on before changing starts and the area is prepared.
- If the child needs support, we will help to remove the child's clothing to access the nappy/pull up/wet or soiled underwear. The nappy/pull up/underwear will be removed and placed inside the nappy sack/plastic bag.
- In the 2 Year Old Nursery, if a child has soiled themselves then an adult will use the wipes provided, cleaning the child from front to back, providing intimate care.
- In the 3 Year Old Nursery, if a child has soiled themselves then an adult will clean around the intimate area. However, pupils are encouraged to clean their intimate area themselves; encouraging them to become as independent as possible.
- The used wipes will be placed in a nappy sack. The nappy sack will be tied and put it in the yellow hygiene bin. All staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents.'
- Adults take off the gloves and apron and place them in the yellow bin. The adult will then help the child to dress themselves.
- They should be encouraged to wash their hands and have soap and towels to hand.
- Nappies, pull ups and wipes are disposed of hygienically. Items are bagged and put in the appropriate yellow bins (one stored in the nursery shower room and one in the medical room). Any soiled clothing is bagged and given back to the parents.
- Wearing gloves, use an anti-bacterial spray and paper towels to clean the toilet if need be or contact the caretaker to disinfect the cubicle.
- Adults should wash their hands using liquid soap, warm water and paper towels.
- The adult must inform parents of any nappy rash and advise to seek medical advice if it fails to heal.
- NB If an adult is aware of a child who has wet or soiled themselves and hasn't helped them to get cleaned and changed; this may constitute as neglect and will be a disciplinary matter. Settings have a 'duty of care' towards children's personal needs.
- School leaders and all staff are encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out at school.

