



St James CE School

Intimate Care Policy

OUR TRUST PRAYER

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning,
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen

We are an inclusive school. This policy sets out procedures for children who are still wearing nappies or other continence products, children who need changing because they have wet or soiled themselves, and children who need support with personal or intimate care for reasons including age, development, disability, medical need or additional needs.

The purpose of this policy is to ensure that intimate care is provided safely, consistently and respectfully, while maintaining the child's dignity, privacy, wellbeing and right to develop independence.

Staff will explain the care to be provided in a way the child can understand and will seek the child's cooperation before and throughout the procedure. Children will be encouraged to undertake as much of their own care as they are able to manage safely. Staff will respect a child's dignity, privacy, communication needs and preferences at all times.

Parents and carers are asked to provide spare clothes and, where appropriate, nappies or continence products and wipes. The school also has a bank of spare clothes if required.

Individual Intimate Care Plans

Where a child requires regular or ongoing intimate care, an Individual Intimate Care Plan will be agreed with parents/carers and, wherever appropriate, the child. The plan will identify:

- the child's individual needs and preferences;
- the support they can manage independently;
- the assistance staff may provide;
- agreed terminology and communication needs;
- any equipment, moving and handling or medical requirements;
- staff authorised and trained to provide the care;
- arrangements for privacy and dignity;
- any relevant risk assessment; and
- when the plan will be reviewed.

The child's views will be sought and taken into account in a manner appropriate to their age, understanding and communication needs.

Procedures for changing a child wearing a nappy or continence product:

Children will be changed in a designated area with appropriate handwashing facilities and, where possible, away from areas where food or drink is prepared or consumed.

A child may be changed on a changing bed where appropriate or whilst standing if suitable for their age and needs.

Staff will use appropriate PPE and equipment including:

- Disposable gloves.
- Disposable aprons.
- Changing mats.
- Blue roll.

- Nappy sacks.
- Baby wipes (where appropriate).

Used nappies or continence products will be securely bagged and disposed of in accordance with the school's waste-management arrangements and current infection prevention guidance.

All care provided will be recorded in the Intimate Care Record.

Procedures for changing a child following a wetting or soiling incident:

Children will be changed in a designated area with appropriate handwashing facilities and, where possible, away from areas where food or drink is prepared or consumed.

A child may be changed on a changing bed where appropriate or whilst standing if

Procedures for changing a KS1 and KS2 child:

Where appropriate, KS1 and KS2 pupils will be encouraged to manage their own personal care.

The child may be provided with:

- Wet wipes.
- Toilet tissue.
- A change of clothing.

Where required, staff will provide appropriate supervision and assistance whilst maintaining the child's dignity and promoting independence.

Safeguarding

Any concerns arising during intimate care must be taken seriously.

This includes:

- Unexplained marks or injuries.
- Changes in presentation or behaviour.
- Distressing comments.
- Disclosures made by a child.

Any concerns will be:

1. Recorded immediately.
2. Reported without delay to the Designated Safeguarding Lead (DSL) or Deputy DSL.
3. Managed in accordance with the school's Safeguarding and Child Protection Policy.

All safeguarding concerns will be recorded on CPOMS or the school's approved safeguarding recording system.

Any concern or allegation about the conduct of an adult providing intimate care must be reported immediately in accordance with the school's procedures for managing allegations and low-level concerns about adults. Where the concern relates to the

Headteacher, the appropriate alternative reporting route set out in the Safeguarding and Child Protection Policy must be followed.

Infection Prevention and Control

Staff will follow infection prevention procedures at all times.

This includes:

- Wearing disposable gloves and aprons.
- Using additional PPE where required by risk assessment.
- Using blue roll or protective coverings on changing surfaces.
- Cleaning changing mats after each use and at the end of each day in accordance with current infection prevention guidance, checking mats regularly for damage and removing damaged mats from use.
- Disposing of waste safely and hygienically.
- Cleaning hands thoroughly using liquid soap and warm water and drying them with paper towels.

Use of language:

When referring to children who have soiled themselves, staff will use appropriate language around children, for example, if children have soiled themselves staff will say 'this child needs to be changed'.

Staffing Arrangements

All members of staff employed at St James CE Primary School hold appropriate safeguarding checks and receive safeguarding training.

Intimate care will only be undertaken by suitably trained members of staff.

The number of staff required to provide intimate care will be determined by the child's individual needs, the nature of the procedure and any relevant care plan or risk assessment. A second member of staff does not routinely need to be present solely because intimate care is being provided, unless identified as necessary through individual planning or risk assessment. Another appropriate member of staff should be aware that the care is taking place.



SAINT JAMES'
Church of England School

St James CE Primary School EYFS Intimate Care Recording Sheet

Date	Name of Child	Procedure (nappy, wet or soiled)	Staff Member(s) Initials

Please photocopy this sheet and glue into an Intimate Care Recording Book