

North Baddesley Infant School

Intimate Care Agreement

This policy was agreed and formally adopted on September 2023

This policy will be reviewed on a regular basis.

Last review: September 2023



Policy statement

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured.

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 key self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. Information will be shared between parents and school staff about nappy changing and toilet training. An Intimate Care Agreement (Appendix 1) should be written and signed by the child's parent/carer and the class teacher. We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

Procedures

- Parents/carers should provide nappies, nappy sacks, wipes and spare clothing for a child who may require changing during the school day.
- Nappies or soiled clothing should be changed in a designated changing area. If necessary, the child should lie on a changing mat to be changed and not on the floor. Privacy and dignity should be maintained at all times. The toilet door should remain closed during the changing process. Another member of staff should be informed when a child is being changed.
- When changing a nappy, staff members must wear a disposable apron and white disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for the next nappy change.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies, while children will be taught basic hygiene procedures (washing hands for 30 seconds with soap and warm water, then drying them with a paper towel).
- We fully support toilet training and will work with the child and their parents/carers to encourage this at the right time. Should potties be used, staff will give children privacy, by sitting them out of sight of passers-by. After use, staff will dispose of the waste appropriately in a toilet and clean the potty thoroughly.

- We dispose of nappies and pull ups hygienically; the nappy, whether wet or soiled, will be bagged and placed in a nappy bin which will be disposed of appropriately.
- If a child, who is toilet trained, has a wetting or bowel movement accident, the soiled underwear will be placed in a nappy sack and then into the child's bag or on their peg immediately.
- The changing mat will be disinfected with anti-bacterial spray and dried with paper towel between each nappy change.
- Should a child require nappy cream, only nappy creams brought in by the parents/carers for their own child may be used on the child. Staff will record when a child is sore and cream has been applied.
- If any marks or injuries are noticed on a child whilst changing him/her, the procedure as outlined in the school's Child Protection and Safeguarding Policy should be followed.
- If a member of staff marks or injures a child whilst changing him/her, this should be reported immediately and Child Protection and Safeguarding Policy procedures followed.

Parent information and support

The Community Paediatric Continence Service (Tel: 0300 123 3797) or the School Nurse (Tel: 02380 874537) are available for further advice and support.

Changing Nappies

- Make sure another adult knows what you are doing.
- Change the nappy in the designated changing area.
- Privacy and dignity should be maintained at all times. The toilet door should remain closed during the changing process.
- Encourage the child to help as much as possible.
- The child should lie on a changing mat, if necessary, not on the floor.
- Wear disposable gloves and apron.
- Place soiled nappy in a nappy sack, tie and put into the hygienic waste disposal unit.
- Disinfect the changing area after use.
- Wash your hands with hot water and soap before and after changing a child.

North Baddesley Infant School



Intimate Care Agreement

In order to meet the welfare needs of **XXXX** with regard to **his/her** Intimate Care whilst **he/she** is at school, we would like to set up an individual Intimate Care Agreement with you. Intimate Care is any procedure which involves washing, touching or carrying out an intrusive process which **XXXX** is unable to do for **him/herself** due to **his/her** stage of development. Intimate Care may involve help with drinking, eating, dressing, toileting or comforting. In most cases at school, Intimate Care will involve procedures concerning personal hygiene. Staff at North Baddesley Infant School who provide Intimate Care are aware of the need to adhere to our Child Protection and Safeguarding Policy.

I give permission for staff at North Baddesley Infant School to provide Intimate Care for **XXXX**. I understand that this care will generally be carried out by members of staff from **XXXX**'s class, but may also be provided by another member of staff, if necessary.

I have discussed with **XXXX**'s class teacher the approach that I would like taken when providing Intimate Care for him/her.

Signed: _____ (Parent/Carer) Date: _____

Signed: _____ (Class Teacher) Date: _____