



The Academy at  
**St James**  
Aspire, Achieve, Believe

The Academy at St James  
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Headteacher: Mr Chris Tolson

# INTIMATE CARE POLICY

**Reviewed and Approved by:-**

**Date of meeting:-**

**Signature:- R.Thompson**

**Position:- SENDCO**

**Date:- January 2023**

**Next review date:- January 2025**

## **Introduction**

### **Purpose:**

The purpose of this policy is to describe our practice in supporting children who require intimate care and provide guidelines for the staff responsible for the intimate care of children to undertake their duties in a professional manner at all times.

### **Aim(s):**

The aims of this policy and associated guidance are:

To safeguard the rights and promote the welfare of children.

To provide guidance and reassurance to staff who are required to change a child's nappy.

To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.

To protect children from discrimination, and ensure inclusion for all.

### **Wider school aims / ethos:**

This policy supports our school aim of inclusion and ensuring that every pupil has the best possible support and guidance in order to support them achieve their potential. Our ethos of aspire; achieve; believe is at the very heart of this policy as we aim to safeguard the rights and promote the welfare of all children.

### **Consultation:**

This policy was written by Chris Tolson Headteacher and SENCO, in consultation with: Becky Albentosa, Safeguarding Lead, and Rebecca Smith, Nursery Teacher, who will oversee Nursery home visits, gaining permission from parents when required and through discussion about nappy changing procedures at Academy at St James.

### **Principles / values:**

This school takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care. Meeting a pupil's intimate care needs is one aspect of safeguarding.

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

Academy at St James is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. It is acknowledged that these adults are in a position of great trust.

Academy at St James recognises that there is a need to treat all children, whatever their age, gender, disability, religion or ethnicity, with respect when intimate care is given. The child's welfare and dignity is of paramount importance. No child should be attended to in a way that causes distress or pain.

Staff will work in close partnership with parents and carers to share information and provide continuity of care. No child is excluded from participating at Academy at St James who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. Children are supported in their understanding of toileting procedures so that they are led to independence.

## Procedures and practice

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training in moving and handling – if required) and are fully aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist as required.
- 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. Wherever possible staff who are involved in the intimate care of children/young people will not usually be involved with the delivery of sex and relationship education to their children/young people as an additional safeguard to both staff and children/young people involved.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.
- As a basic principle children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him or herself as he or she can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans (**see Appendix B**) will be drawn up for particular children as appropriate to suit the circumstances of the child. These plans include a full risk assessment to address issues such as moving and handling, personal safety of the child and the carer and health.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- Wherever possible the same child will not be cared for by the same adult on a regular basis; there will be a rota of carers known to the child who will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing, while at the same time guarding against the care being carried out by a succession of completely different carers. The only exception would be where a child with Special Needs has an appointed carer throughout their time in school.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.
- Each child/young person will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care they receive.
- We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We make necessary adjustments to our bathroom provision and hygiene practice 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.
- Children attending half days will have their nappies changed if wet or soiled.

- Children attending full days will have their nappies changed at lunch time, or more if wet or soiled.
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Gloves and aprons are put on before changing starts and the areas are prepared.
- Nappies and 'pull ups' are disposed of hygienically. The nappy or pull up is bagged and put in the special nappy bin.

## **Roles and responsibilities**

### **Academy Trust Board:**

#### **Headteacher:**

Chris Tolson

#### **Subject Lead:**

Becky Albentosa and Rebecca Smith

## **Aspects**

### **Definition:**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. Examples include care associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing. It also includes supervision of children involved in intimate self-care.

See **Appendix A** of Early Years for nappy changing procedure.

### **Equal opportunities:**

Any child with an impairment that affects his or her ability to carry out day-to-day activities must not be discriminated against.

All children, whatever their age, gender, disability, religion or ethnicity, will be treated with respect when intimate care is given.

No child is excluded from participating at Academy St James who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age.

### **Health and Safety:**

Staff who provide intimate care are trained to do so. All staff in Nursery are familiar with the hygiene procedures and carry these out when changing nappies. Gloves and aprons are put on before changing starts and the areas are prepared. Nappies and 'pull ups' are disposed of hygienically. The nappy or pull up is bagged and put in the special nappy bin.

### **Resources:**

disinfectant spray

nappy sacks

wipes

gloves and apron

nappy bin

nappy changing area

nappy changing log

Personal Care Plan

**Monitoring and evaluation:**

The Nursery Teacher monitors the quality of work in this area in Early Years and the SENDCo – Ruthi Thompson monitors throughout school. The Nursery Teacher and Nursery practitioners follow the nappy changing procedure. The SENCO, oversees Personal Care Plans.

**Concluding notes****Monitoring and review:**

The Headteacher Chris Tolson is responsible for monitoring the implementation of this policy and for reviewing the policy. The governor with responsibility for Intimate care is primarily responsible for monitoring the implementation of this policy. This will be through annual discussion with the subject leader. The governor will report on this to the curriculum committee annually. The work of the subject leader will also be subject to review by the Head of School as part of our performance management arrangements.

This policy will be reviewed in two years.

**Other documents and appendices:**

Appendix A of Early Years for nappy changing procedure.

Appendix B Personal Care Plan

Appendix C Academy at St James Nursery Home-Nursery Agreement for Intimate Care

Appendix C Academy at St James Agreement for Intimate Care

## **Appendix A**

### **Academy at St James Nursery**

#### **Nappy Changing Procedure**

- Get the child's bag
- Take child to changing area
- Put on gloves and apron
- Help child to climb up the steps onto the unit
- Lay the child down on the mat
- Remove necessary clothing
- Remove the child's nappy
- Place the wet or dirty nappy into a nappy bag
- Clean the child thoroughly remembering to wipe from front to back
- Put used wipes in the nappy bag
- Put on nappy cream if necessary and parents have given consent
- Put on a clean nappy
- Replace child's clothing
- Help the child to climb back down the steps
- Put gloves and apron into the nappy bag and put in the nappy bin
- Get the child to wash their hands (supporting as necessary)
- Child to return to the classroom, put their bag away
- Use disinfectant spray to spread down mat and wipe with paper towel
- Make sure nappy changing area is clean and tidy and everything is put away- disinfectant spray must be locked in the cupboard
- Wash your hands
- Record the nappy change in the nappy changing log
- Note down any information necessary on daily sheets e.g. more nappies needed.

## **Appendix B**

**Academy at St James**  
**Personal Care Plan**

<b>Child's name:</b>	<b>DOB:</b>
<b>Teacher:</b>	<b>Year:</b>

**Completed by:**

**(member of staff)**

**Date of plan:**

**Review date:**

<b>Who will change the child?</b>
<b>How will the child be changed? E.g. standing up, lying down etc...</b>
<b>Who will provide the resources? E.g. wipes, nappies, gloves, aprons etc...</b>
<b>How will the changing occasions be recorded and communicated to parent/carer?</b>
<b>How will wet/soiled clothes be dealt with?</b>
<b>What the member of staff will do if the child is unduly distressed or if marks or injuries are noticed? (refer to CP policy and procedures)</b>
<b>Agree the number of times/schedule for changing</b>
<b>How will the child be encouraged to participate in the procedure?</b>
<b>Any other comments/important information</b>

**This plan has been discussed with me and I agree to support my child's participation in toileting procedures as appropriate and at home where possible.**

**Signed:**

## Appendix C

**Name:**

**Academy at St James Church**  
**Home-Nursery Agreement for Intimate Care**  
**Child's Name** \_\_\_\_\_

**The Parent/Carer will:**

- Ensure their child arrives at Nursery sessions in an unsoiled nappy. Should an accident occur on the way to Nursery, we ask parents to change their child on arrival using the facilities provided.
- Provide the nursery with spare nappies, cream, wipes and a change of clothes.
- Agree to the procedures that will be followed when their child is changed (including the use of any cleanser or the application of cream.)
- Inform the nursery if their child should have any marks/rash.
- Agree to a 'minimum change policy' i.e. the nursery staff should not undertake to change the child more frequently than if s/he was at home.
- Work with staff to help their child to become toilet trained.
- Agree to review arrangements should this be necessary.

**Staff will:**

- Change the child during a single session should the child soil themselves or become uncomfortably wet.
- Agree how often the child should be changed if staying all day.
- Monitor the number of times the child is changed in order to identify progress made.
- Report if the child is distressed or if marks/rashes are seen.
- Inform parents/carers when spare nappies, cream, wipes and a change of clothes need replenishing.
- Provide facilities for parents/carers to change their child if they arrive in a soiled nappy.
- Work with parents/carers to help their child to become toilet trained.
- Review arrangements should this be necessary

We endeavour to support parents/carers in nappy changing and toilet training and we ask parent/carers to adhere to the above Intimate Care Agreement. Failure to keep the agreement will result in a verbal reminder from the Nursery Teacher. After 3 reminders we will invite you into school to discuss matters further. Following the meeting, continued failure to keep the agreement will result in removal of your child's Nursery place.

Signature of Parent/Carer \_\_\_\_\_

Signature of Key Person \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix D

**Name:**

**Academy at St James  
Home-school Agreement for Intimate Care**

**Child's name:**

**The Parent/Carer will:**

- Ensure their child arrives at school in unsoiled clothing. Should an accident occur on the way to school, we ask parents to change their child on arrival using the facilities provided.
- Provide the school with spare nappies, cream, wipes and a change of clothes.
- Agree to the procedures that will be followed when their child is changed (including the use of any cleanser or the application of cream.)
- Inform the school if their child should have any marks/rash.
- Work with staff to help their child to become toilet trained.
- Agree to review arrangements should this be necessary.

**Staff will:**

- Help the child to change, should the child soil themselves.
- Monitor the number of times the child is changed in order to identify progress made.
- Report if the child is distressed or if marks/rashes are seen.
- Inform parents/carers when spare cream, wipes and a change of clothes need replenishing.
- Provide facilities for parents/carers to change their child if they arrive in soiled clothes.
- Work with parents/carers to help their child to become toilet trained.
- Review arrangements should this be necessary

We endeavour to support parents/carers in nappy changing and toilet training and we ask parent/carers to adhere to the above Intimate Care Agreement. Failure to keep the agreement will result in a verbal reminder from the class Teacher. After 3 reminders we will invite you into school to discuss matters further.

Signature of Parent/Carer

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Signature of SENCO

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Date:

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