

St John Evangelist Catholic Primary School
INTIMATE CARE POLICY – Contenance Awareness and Training



Mission Statement: To love, to learn with God in our hearts

Policy revised: January 2024 Review Date: January 2025

1. What does this policy mean by Intimate Care at St John Evangelist Catholic Primary School?

This policy is currently for all pupils in the school who are not yet continent/toilet trained and for the staff who are supporting this aspect of their learning. Intimate care, in this context, refers to care which involves changing a child's nappy/pull-up – e.g. toileting, wiping, cleaning a child's intimate personal area and helping them with all aspects of their clothing.

It can be age-appropriate that some of our younger pupil in Early Years (or older) may have accidents and need changing. However, there is also a growing number of pupils throughout the school who, for reasons associated with medical conditions and/or special educational needs, are not yet continent/toilet trained – and require support with the development of this aspect of their self-care needs.

A pupil may join the school who needs a different form of intimate care e.g. support with a feeding tube. Should this occur – this policy will be rewritten to include and support this type of care and advice will be linked to the pupil's Medical Care Plan.

2. Aims

This policy aims to ensure that:

- Intimate care is carried out appropriately by staff.
- The dignity, rights and wellbeing of children are safeguarded.
- Pupils with intimate care needs are not discriminated against, in line with the Equalities Act 2010.
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account.
- Staff carrying out intimate care do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved.

3. Advice in writing this policy

The school have been supported in reviewing and drawing up this policy from Julie Noble, the Risk Assessor and Moving & Handling Advisor, Richard Cloudesley Outreach Service.

4. Legislation and statutory guidance

This policy complies with updated statutory safeguarding guidance.

5. Role of parents

5.1 Communication

It is important that communication is kept up between school and parents to support a pupil's continence/toilet training. This includes asking parents if children have any known allergies to latex (gloves), wipes and specific nappy brands.

Parents are asked to bring in a supply of nappies and any specific cream for their child and spare clothes to make changing as easy as possible to carry out for them.

Parents will usually be asked to show a member of staff, who is going to be involved in changing their child – what their changing routine is like at home – so this can be copied as near as possible in school for consistency for the child. Through discussion, parents will also be asked to work with the school by adapting their nappy changing at home to help their child in the school context e.g. if a parent only ever changes their child's nappy at home with the child laying on a bed – they may start adapting this to supporting their child to getting used to being changed standing up which is easier to replicate in the school context.

5.2 Home and School Working together

The key to success in continence/toilet training is home and school working together to provide the child with a consistent approach, method and routine (including language used) which gives them the maximum opportunity for learning.

As the child's skills/preferences develop and/or change – e.g. they begin wearing pants for short times in the day - it is important that home and school share and keep up with these changes to maximise learning opportunities.

5.3 Seeking parental permission

For children who need daily and routine intimate care for continence/toileting training related to a medical or SEN need, parents will be asked to sign a consent form (see Appendix 1). Consent is not required for accidents as described in Point 1 of this policy (paragraph 2).

6. Role of staff and School

6.1 Which staff will be responsible

All staff can provide intimate care in the context of continence/toilet training.

All staff at the school are subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.

6.2 How will continence/toilet training and nappy changing be carried out

Staff who are carrying out nappy changing will be informed and will ask parents to show them the way their child best likes to be changed (see Point 5 Role of Parents and Point 5.1 Communication).

Through continual communication, home and school can make small changes as the child's self-care needs develop to provide the child with the maximum opportunities for learning and progress.

6.3 Nappy Changing in the Nursery

The nappy changing area in the nursery is situated in the bathroom area (off the classroom) which has glass windows and an open door. All equipment and nappies are stored there (nappies are kept in containers bearing the child's name). There are plans to install a wall mounted/step-up age appropriate nappy changing station for this area for the summer term 24.

The Parents of a pupil who needs routine nappy changing will be asked to provide nappies and changes of clothes.

In line with universal hygiene guidelines adult's changing pupils must wear hygiene gloves and a disposable apron. On completion, the changing mat will be wiped down with a disinfectant wipe and everything correctly disposed of in the bin provided for this purpose which is collected/changed regularly via an outside contract. Adults will ensure that they (and the child) wash their hands thoroughly before leaving the area. Any soiled clothing will be contained securely in a waterproof bag, clearly labelled, and discreetly returned to parents at the end of the day.

Parents of new pupils, especially those with medical or special educational needs, will be asked to show staff how they change their child at home so that staff can support the child by continuing a routine that is familiar to them and has been demonstrated by their parent. Staff will work alongside parents to support the development of toilet training with the child – and use advice from other specialists such as Occupational Therapy. The child's progress with toilet training will be monitored and reviewed on a regular basis as part of the development of their self-care skills and learning. This review will be done with the parent, teacher and outside specialist to provide a joined up approach to supporting the child.

When a member of staff needs to change a child's nappy, they will alert another member of staff (who is in the classroom area). The Nappy Changing Station has been set up so that a small barrier provides privacy for the child being changed – but also allows the other member of staff in the classroom area to have sight on the changing taking place. This system is put in place to safeguard both the child and the adult in this situation.

Visuals displayed in the nappy changing area go through the step by step routine for nappy changing. When a child has been changed, the adult will record this - including the time and the name of the adult changing the child on the child's individual "Nappy/Pull-Up Changing Chart" (see Appendix 2). Adults are advised to use each changing time as a learning opportunity for the child (as part of the development of their toilet-training) and encourage the child to take an increasingly independent role in the procedure. Backward chaining will be used as much as possible e.g. where the adult makes a start on the child's clothing and/or changing and encourages/supports the child to complete the action themselves – giving them specific praise for what they are learning to do.

6.4 Nappy Changing in Reception and for other Year Groups:

The nappy changing station in the Reception is situated in the toilet area (off Stars Class) which is also a disabled toilet. All equipment and nappies are stored in the cupboard there (nappies are kept in containers bearing the child's name). Parents of pupils who need routine nappy changing are asked to provide nappies and changes of clothes. This toilet is used for nappy changing for all pupils who need it – from Reception to Yr. 6.

When a member of staff needs to change a child's nappy, they will alert another member of staff (who is in the classroom area). The door to the toilet will be kept ajar, to provide privacy for the child being changed – but also allow the other member of staff in the classroom area to have sight on where the changing is taking place. This system is put in place to safeguard both the child and the adult in this situation.

The child will be encouraged to sit on the toilet as part of the nappy changing process – a strategy which school ask to also carried out at home – in order to encourage the development of the child's self-care skills and independency with their continence/toilet training.

7. Safeguarding

The school works closely with families to support the development of pupil's continence/toilet training and self-care skills - and seek and share advice from outside specialists as part of this work.

If a member of staff carrying out intimate care has concerns about physical changes in a child's appearance (e.g. marks, bruises, soreness), they will report this using the school's usual safeguarding procedures.

Sometimes a pupil may, as part of their diagnosis, experience dysregulation during nappy changing. If/when this happens the member of staff changing the child will inform their teacher – who in turn can inform their parent. Ideas and strategies can then be shared (as well as outside specialist advice called upon) in order to make adaptations needed to support the child's emotional regulation as part of this routine.

6. Monitoring arrangements

This policy will be reviewed by the Inclusion Leader yearly. At every review, the policy will be approved by the Head teacher.

7. Links with other policies

This policy links to the following policies and procedures:

- Accessibility plan
- Safeguarding
- Health and Safety Policy
- SEN
- Supporting pupils with Medical Conditions Policy



Appendix 1: Template Parent/Guardian consent form

**Consent for School to provide intimate care for my child:
Continence/toilet training – Nappy changing**

Name of Child	
Dob and Year Group	
Class	
I give permission for the school to provide appropriate intimate care for my child e.g. changing nappy, cleaning and toileting.	* Yes/No
I will advise the school of any changes to my child's personal care and continence/toilet training e.g. progress they are making at home that can be done in school – such as taking off and putting on their own pull-up.	* Yes/No
I understand the procedure that will be carried out and will contact the school immediately if I have any concerns	* Yes/No
Name of Parent/Guardian	
Signature of Parent/Guardian	
Date	

***Please delete as appropriate – thank you.**

