



Intimate Care Policy

All staff provide intimate care to children as required and all staff have completed child protection training. The school has a Staff Code of Conduct in place and will undertake their duties in a professional manner at all times. No child should be attended to in a way that causes distress or pain.

To promote self-help skills and independence, children will be encouraged to toilet fully independently. However, there may be times when children will need adult support with changing and care. Parental consent for this will be sought prior to the settling in process and this consent permits staff to change children as necessary.

All intimate care support will be recorded by the staff member who attends to the child and parents/carers will be made aware of any clothing changes. The school maintains a supply of clothes whereby a child can be changed and made comfortable. Should a child be badly soiled, parents/carers will have contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

Staff Code of Conduct

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. The following procedures must be observed at all times:

- a) Only children whose parents have given permission for them to be changed may be changed. The parent/carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
- b) Due to the difficulty supervising the rest of the class, two members of staff will not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child. They will also inform other staff member when finished.
- c) To provide visual access, the bathroom door should remain open at all times.
- d) While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.
- e) Staff must wear disposable gloves and an apron when changing a child.

- f) Children should be encouraged to remove the clothes to be changed by themselves where possible.
- g) If required, children will be given a baby wipe to freshen themselves.
- h) Children should be encouraged to dress themselves with help being given when necessary.
- i) A note of the change must be entered on the intimate care record book and signed by the staff member. Wet / soiled clothes are to be placed in a bag in the child's tray with copy of record sheet and the parent/carer informed at the close of the session.
- j) A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible. Where intervention is necessary, the other member of staff should be alerted, and informed when complete.
- k) Should a child be heavily soiled and in need of a full wash, home should be contacted and the child should be collected and taken home from school to be made more comfortable.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.