

## **Policy for Intimate Care – (including toileting)**

### Aim

The aim at Norton Primary is to ensure that children who require changing due to toileting (or other) needs receive this in a caring and hygienic manner, with minimum distress to the child, and in accordance with the child's individual routine.

All staff members undertaking intimate care, including nappy changing, will abide by the policy.

### The following steps should be taken

- Nappies should be changed on the changing room floor using the designated changing mat and the child's individual changing products provided from home (nappies, wipes and cream if appropriate).
- Appropriate measures will be taken to maintain privacy and dignity.
- Only designated, employed academy staff, with appropriate checks should change nappies. If there is known risk of false allegation by a child then a single practitioner should not undertake nappy changing. Other adults, not employed by the academy should not under any circumstances change a nappy of a child they are not a parent of.
- Children must be changed in the designated area with the top half of the stable door open which enables the child to be changed safely and with dignity.
- At all times staff should wear disposable gloves and aprons when dealing with an incident. These should be disposed of in a designated bin.
- Fresh disposable gloves and apron should be used for each nappy change.
- Soiled nappies should be appropriately wrapped and placed in the designated nappy disposal bin. This bin will be emptied by a specialist hygiene contractor on a regular basis. This bin should be kept out of reach from children.
- After each change the changing mat should be cleaned with anti-bacterial spray which should be stored out of reach of the children.
- After each nappy change the staff should wash their hands with hot water and anti-bacterial soap.

### Working in partnership with parents and carers

To avoid misunderstanding and to help parents and carers feel confident that the academy is taking a holistic view of their child's needs, the academy should be clear about the setting and the parents' or carers' responsibilities and expectations.

#### The parent or carer will therefore:

- Endeavour to ensure that the child is changed at the latest possible time before being brought to the setting.
- Provide the setting with sufficient nappies, wipes and cream which will be replenished upon request. A change of clothing should also be provided which will be renewed as required.
- Understand and agree the procedures that will be followed when their child is changed at the setting – including the use of any cleanser or the application of any cream.
- Agree to inform the setting should the child have any marks/rash that may only be noticed during a nappy change.
- Agree to a 'minimum change' policy. For instance, the setting would not undertake to change the child more frequently than he/she were at home.
- Encourage your child/young person's self-help in intimate care procedures wherever possible.
- Wash and return any clothing provided by the school as soon as possible.
- Discuss any concerns regarding your child/young person intimate care progress with our staff.

#### In turn the Academy will:

- Agree to change the child during a single session should the child soil themselves or become uncomfortably wet.
- Agree to monitor the number of times the child is changed in order to identify progress made.
- Agree to report back to the parent/carer should the child be distressed, or if marks or rashes are seen that have not been prior indicated by the parent/carer.
- Agree to encourage your child/young person in their participation in their intimate care procedures wherever this is possible.
- To respect cultural practices through discussion with you, the parents/carer.