

Thorpedene Primary School & Nursery



INTIMATE CARE POLICY APPENDIX

<i>Review date</i>	<i>September 2025</i>
<i>Reviewed by</i>	<i>I. Hamilton</i>
<i>Next review date</i>	<i>September 2026</i>

1. Role of Staff

At Thorpedene Primary School and Nursery, attending to personal care and welfare needs is an integral part of the support staff's role and is explicitly outlined in their job descriptions. This ensures that support staff are prepared and committed to providing essential care, including assistance with toileting, changing, and other personal needs. By embedding these responsibilities into job descriptions, the school reinforces a standard of care that upholds the dignity, comfort, and well-being of each child, ensuring that such support is delivered consistently and professionally.

2. Intimate Care Procedures

2.1 How procedures will happen.

When we carry out intimate care at Thorpedene Primary School and Nursery we use 2 members of staff, who are enhanced DBS checked.

- Two members of staff must be present, who are enhanced DBS checked.
- The changing of pupils will always be carried out away from other pupils to maintain the dignity of the pupil.
- Provide facilities which afford privacy and modesty e.g. separate toileting and changing for boys and girls or at least adequate screening; bathing changing one child at a time. The school has disabled toilet facilities in Port and Starboard buildings to support pupils with additional needs.
- Speak to the child personally by name so that s/he is aware of being the focus of the activity.
- Give explanations of what is happening in a straightforward and reassuring way.
- Enable the child to be prepared for and to anticipate events while demonstrating respect for his/her body e.g. by giving them a strong sensory clue such as using a sponge or pad to signal an intention to wash or change.
- When washing, always use a sponge or flannel and where possible encourage the child to attempt to wash private parts of the body him/herself.
- Respect a child's preference for a particular carer and sequence of care.
- Keep records, which note responses to intimate care and changes in behaviour. This will be recorded on Safeguard online.

Best practice should be followed by ensuring that all those involved with intimate care receive specific induction from the school on these procedures and protocols.

Staff should be mindful of and respect the personal dignity of the pupils when supervising, teaching or reinforcing toileting skills. Thorpedene Primary School and Nursery ensure there are an adequate number of toilets and hand basins made available. There are separate toilets facilities for adults. We ensure there are suitable hygienic changing facilities for changing any child in nappies and we ensure that an adequate supply of clean bedding, towels, clothes and any other necessary items is always available.

Thorpedene Primary School and Nursery has established procedures for managing spillages of bodily fluids, including steps to follow if a child accidentally wets, soils themselves, or is sick while on the premises. The same precautions are applied for nappy or pull-up changing.

These procedures include:

- Staff must wear fresh disposable aprons and gloves when changing a child.
- Soiled nappies or pull-ups should be securely wrapped and disposed of appropriately.
- The changing area or toilet must be cleaned thoroughly after an incident.
- Caretaking or cleaning staff should be informed of any additional cleaning needs.
- Hot water and soap must be available for handwashing after changing.
- Paper towels should be provided for drying hands.

When changing, whenever possible it is recommended that:

- Mobile children are changed standing up.

- If this is not possible, the next best alternative is to change a child on a purpose-built changing bed (available In Nursery/Port /Starboard buildings)

Children in EYFS may be changed on a mat on a suitable surface if it is not possible for them to change standing up or on a changing bed.

- Children in Year 1 and above should only be changed either on a changing bed (if unable to stand) or in a toilet cubicle standing up.

To effectively manage toileting issues, the following provisions are required:

- Hot running water and soap (preferably antibacterial)
- Toilet rolls
- Antiseptic cleanser
- Bowl or bucket
- Paper towels or cloths
- Disposable aprons and gloves
- Nappy bags or sacks
- Cleaning equipment
- Bin
- A supply of spare nappies and wipes (provided by the child's parent or carer)
- Spare clothes (it is beneficial for each child to have their own spare clothes on their peg for both physical and emotional comfort)

Checks should be made beforehand to ensure that there are suitable facilities for intimate care available on excursions where they will be necessary and consider how intimate care can be dealt with in relation to PE, swimming, after school clubs, transport to and from school trips etc.