

# BYRON COURT PRIMARY SCHOOL

## INTIMATE CARE WHEN CHANGING CHILDREN'S CLOTHING POLICY

### 1.0 INTRODUCTION

1.1 Intimate care is attending to children's needs in relation to their intimate personal areas. It involves the procedures for ensuring children's personal comfort and hygiene when they need to change their clothes if they are wet or soiled.

1.2 The need to change children is mostly required in Reception. Children sometimes wet themselves, spill drinks or become wet through their indoor or outdoor learning activities. Occasionally children soil themselves.

1.3 Staff understand that some children, particularly the young children in Reception, may have anxieties around toilet training and may have difficulties transferring skills between home and school due to the difference in environments.

1.4 Staff ensure that they work with parents to ensure that the children's needs are met.

1.5 Staff ensure that they have knowledge of and respect for parents' views and sensitivities relating to intimate care.

### 2.0 AIMS

2.1 To treat all children with respect when intimate care is given.

2.2 To ensure that no child is attended to in a way that causes distress or embarrassment.

### 3.0 IMPLEMENTATION

3.1 Children are supported to achieve the highest level of autonomy that is possible given their age and abilities.

3.2 Staff encourage each child to do as much for themselves as they can and provide support for undressing and dressing only where necessary.

3.3 When providing intimate care, gloves are always worn by staff. Aprons are optional.

3.4 Staff always wash their hands with antibacterial hand wash before commencing personal care and after removing gloves.

3.5 Staff are aware of the language they use when providing intimate care. Language is positive and sensitive and the use of offensive words like 'dirty' or 'smelly' are unacceptable.

3.6 When a child is being offered intimate and personal care they are given an age appropriate explanation in a reassuring way about what the staff are doing.

3.7 When a child is wet, all the wet clothing is removed. The wet clothing is placed in a carrier bag, sealed and the child's name is written on the bag. The bag is given to the parents / carers at the end of the day.

3.8 Two members of staff are present when a child is changing. The Reception children change in the open area by the Reception toilets. Other children use the main toilets or the screened off area in the Medical Room.

3.9 A record is kept of when children are changed - recording the date, the time, the name of the child, names of adults present, signatures of adults present and comments. There is a record file in the Reception, for the Reception children and in the Medical Room for the children from Years 1 to 6.

3.10 Spare clean clothing is kept in the Reception classes and in the Medical Room.

3.11 Parents / Carers are contacted to come into school to change a child who has soiled themselves. If the parents / carers are unavailable the child is encouraged to do as much for themselves as they can and support is provided for cleaning, undressing and dressing only where necessary. Toilet facilities or the disabled toilet facility are used as appropriate.

#### **4.0 STAFFING RATIOS**

4.1 Each child's right to privacy is respected. Children who are able to manage their care privately and independently are encouraged to do so.

4.2 Where intimate care is required two members of staff are always present.

4.3 Staff will refer to any current risk assessment where relevant.

#### **5.0 PARENTS/CARERS**

5.1 Parents / Carers are informed when their child has needed to change their clothing and an explanation is given to them as to why they needed to be changed eg wet themselves, spilt a drink or wet themselves during a learning or play activity.

5.2 Parents / Carers are asked to wash and return the items of clothing that belong to the school.

#### **6.0 RELATIONSHIP TO OTHER POLICIES**

6.1 The Intimate Care When Changing Children's Clothing Policy should be read in conjunction with the school's policies on child protection, health and safety, behaviour and physical intervention.

#### **7.0 MONITORING**

7.1 The implementation of the Intimate Care When Changing Children's Clothing Policy is monitored by the Leadership Team.

#### **8.0 REVIEW**

Date of Policy: October 2014

Date of Next Review: October 2017