

St Mary's Catholic Primary school

Early Years Intimate Care Policy

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OWNER	C&S Committee

St Mary's is a Catholic primary school where every child will be encouraged to develop as a unique individual.

This policy sets out the procedures we will follow when nappy changing, supporting parents in toilet training and what to do in the case of a child accidentally wetting or soiling him/herself.

All parents are asked to provide a bag daily containing a full set of spare clothes regardless of whether their child is toilet trained or not. We ask that parents of any children that are still using nappies or pull ups to provide enough nappies or pull ups and wipes to cater for their child's needs throughout the course of the session.

We actively support parents/carers in the transitional time of toilet training and will work alongside the parents to cater for each child's individual needs. In the event of a child wetting or soiling themselves they will be taken to the children's toilets with their consent, to be cleaned and dressed in clean clothes. Dirty clothes will be bagged and securely tied to be taken home at the end of the session.

Parents are made aware that the Early Years team are on hand to offer advice on how to toilet train and are put into contact with relevant support if requested. Parents are also asked to inform us of any medical condition which requires their child to need a nappy.

At all times the staff at St. Mary's Early Years will bear in mind the following principles when intimately caring for a child:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy/dignity when staff members are meeting their needs.
- Children are supported in their understanding of toileting procedures.
- The School will ensure that all staff are familiar with our Safeguarding and Child Protection Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by a member of staff they are familiar with and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. This allows us to teach the children about consent and respect at a level appropriate to their age and stage. Staff should always change children when there is another colleague nearby, in the nappy-changing area which allows for privacy, but the door is never closed.

This is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices. We will work with parents and carers when accommodating to nappy changing routines.

- Where parents are present, i.e. during the settling in period, they will be asked to change their own child's nappy.
- If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
- Parents will be asked when their child first starts at the Nursery whether their child has any special words/actions/particular needs during their nappy changing procedure.
- Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Nappy Changing Procedure:

- Gather all the necessary items needed for the nappy change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent). These items will be in the child's bag along with spare clothes in case of accidents.
- Approach the child and say or sign that it's time for a nappy change. Wait for them to give consent in an appropriate way for their age and stage before going further.
- Wash and dry your hands.
- Put on gloves and apron. A new set of gloves and apron will be used for each nappy change.
- Place the child on a nappy changing table. Where appropriate, encourage them to climb up using the toddler step under close supervision. Use the safety clips to support the child should they attempt to roll over. Once the child is on the changing table, they should not be left unattended under any circumstances.
- Remove the child's clothing to access the nappy. Remove the nappy and using the wipes, clean the child from front to back.
- Place the used nappy and used wipes inside the nappy sack and tie securely to put it in the nappy bin.
- Dirty clothes will be bagged and securely tied to be taken home at the end of the session. These clothes should not be rinsed clean.
- Put on a clean nappy and apply cream if necessary (see above).
- Take off the gloves (by rolling or folding them inside out) and the apron and place them in the bin.
- Dress the child and support or lift them off the changing table.
- Help the child to wash their hands using liquid soap, warm water and paper towels.
- Wash your hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat and surrounding area using anti-bacterial spray and paper towels or disposable anti-bacterial wipes before leaving to air dry. Then wash and dry your hands.
- Record the change on the 'Nappy / Pull up Changing Record' sheet found on the door in the nappy changing area.

During the transitional toilet training stage, children will be encouraged to be independent in managing their clothing. Staff will take direction from the child with the degree of support they need, and other members of staff will be informed of what they are doing. Gloves will be worn by staff to wipe children who

are still learning to clean themselves, although independence will be encouraged. Staff will remove gloves (by rolling or folding) and then dispose of them in the nappy bin before supporting the child in redressing if needed. The child and staff member will wash their hands in warm water using liquid soap.

If the child had accidentally wet or soiled him/herself, the member of staff who supported the child will record the change on the 'Wet or Soiled Incident Record' sheet found on the door in the nappy changing area and the Parent/Guardian will be informed at the end of the session.

The School has a 'duty of care' towards children and their personal needs. If children are left in wet or soiled nappies or clothes in the setting this may constitute neglect and will be a disciplinary matter. If at any point of the procedure children become distressed and upset staff will comfort and reassure the child, talk through what they are doing and ensure the change is completed swiftly to ensure the stress is not prolonged.

Home-School Partnership Agreement.

All parents are asked to provide spare clothes in a bag regardless of whether their child is toilet trained or not.

Parents are expected to provide a bag with a suitable number of nappies or pull ups, wipes and any cream needed to accommodate for their child's needs throughout the course of the session.

If a child requires cream administering the parent is expected to sign a permission form beforehand.

The Parent/Guardian

✓ I agree to ensure that my child is changed at the latest possible time before attending the session.

✓ I agree to provide the setting/school with spare nappies or pull ups, wipes and a change of clothing.

✓ I have read the Intimate Care Policy; I understand and agree to the procedures that will be followed when my child is changed or assisted during the transitional toilet training stage at school.

✓ I agree to inform the setting/school should the child have any marks/rash.

The Member of staff at School:

✓ I have read the Intimate Care Policy; I understand and agree to the procedures that will be followed when the child in my care is changed or assisted during the transitional toilet training stage at school.

✓ I agree to changing the child during a single session should the child soil themselves or become uncomfortably wet.

✓ I agree to supporting the child if they request assistance during the transitional toilet training stage at school.

✓ I agree to monitor the number of times the child is changed.

✓ I agree to report should the child be distressed, or if rashes are seen.

SIGNED: _____ **Parent/Guardian/Member of staff**

DATE: _____