



William Byrd
PRIMARY ACADEMY

Intimate Care Policy



Approved by: Primaries LGB

Date: January 2025

Next review due by: January 2028

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to Personal Care such as nappy changing.

Equality Act 2010

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above-named Act, William Byrd Primary Academy will ensure:

- No child who has not achieved continence regardless of age will be refused admission
- No child will be sent home or have to wait for their parents due to incontinence
- Adjustments will be made for any child who has delayed incontinence

AIMS

The aims of this policy and associated guidance are:

- To safeguard the dignity, rights and wellbeing of every child are safeguarded
- To provide guidance and reassurance to staff who are required to change a child's nappy
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account
- To protect children from discrimination and ensure inclusion for all in line with the Equality Act 2010.
- Intimate care is carried out properly by staff, in line with any agreed plans

Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children's intimate personal areas.

Basic Principles

At William Byrd Primary Academy we will bear in mind the following principles when nappy changing:

- 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 are meeting their needs
- A child's understanding of toileting procedures is designed to lead to independence

Vulnerability to abuse

- We will ensure that all staff at William Byrd Primary Academy are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse. They will also be made aware that they are vulnerable to accusations of abuse whilst attending to nappy changing procedures and therefore should act with accordance and agree with procedures. Two members of staff will be present for all nappy changing procedure.
- Two members of staff will be present for all nappy changing procedures. One member of staff will take the lead (the child's familiar adult, key worker etc.) whilst the second member will discreetly be on hand.

Working with Parents/carers

At William Byrd Primary Academy we will work with parents when attending to nappy changing routines.

- For children who need routine or occasional intimate care (e.g. for toileting or toileting accidents), parents/carers will be asked to sign a consent form.
- For children whose needs are more complex or who need particular support outside of what's covered in the permission form, an intimate care plan will be created in discussion with parents/carers.
- Where there isn't an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
- If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.
- Parents/carers will be asked when their child first starts William Byrd Primary Academy if their child has any special words or signs that indicate a nappy change is necessary
- Any significant observations made during a nappy changing procedure will be notified at the end of the session (i.e. badly soiled nappy/strong urine etc.)
- Parents/carers are to provide their child with nappies, cream and wipes, these all need to be clearly labelled
- If creams are needed, then we will need to obtain written permission from the parent/carer
- The school will share information with parents/carers as needed to ensure a consistent approach. It will expect parents/carers to also share relevant information regarding any intimate matters as needed.

Creating an intimate care plan

Where an intimate care plan is required, it will be agreed in discussion between the school, parents/carers, the child (where possible) and any relevant health professionals.

The school will work with parents/carers and take their preferences on board to make the process of intimate care as comfortable as possible, dealing with needs sensitively and appropriately.

Subject to their age and understanding, the preferences of the child will also be taken into account. If there's doubt whether the child is able to make an informed choice, their parents/carers will be consulted.

The plan will be reviewed twice a year, even if no changes are necessary, and updated regularly, as well as whenever there are changes to a pupil's needs.

See appendix 1 for a blank template plan to see what this will cover.

Achieving Continence

At William Byrd Primary Academy we will encourage all of our children to achieve continence when and if they exhibit that they are ready.

Protection for staff

As far as possible, nappy changing procedures will be carried out by the child's key person or familiar adult. Protection being afforded to the single member of staff in the following way:

- Staff will be trained in good working practices that comply with health and safety regulations including regular safeguarding training. Staff will be familiar with the control measures set out in risk assessments carried out by the school.
- Staff will inform the lead teacher in the room discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that cause staff embarrassment or concern, the incident reported to the Safeguarding Lead and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Safeguarding Lead immediately
- Staff will be trained in the area of personal care for children with specific needs and procedure for safe moving and handling
- Two members of staff will be present for all nappy changing procedures. One member of staff will take the lead (the child's familiar adult, key worker etc.) whilst the second member will discreetly be on hand
- If the child is too big (tall, weight or considered a danger) to use the changing table an adult size change mat should be placed on the floor and a kneeling pad should be used to protect the staff member's knees

Nappy changing procedure

At William Byrd Primary Academy, we will follow the Nappy changing procedure below:

- Gather all items needed before each change. Nappy, wipes, nappy sacks, cream (if needed)
- Wash and dry your hands
- Disinfect nappy changing mat before each nappy change
- Put disposable gloves and apron on a new set of gloves and apron for each nappy change
- Place the child on the changing mat. Allowing the child to climb the steps where possible. Support the child while he/she climbs
- Remove the child's clothing to access the nappy
- Remove nappy and place inside the nappy sack
- If the child's clothes are soiled, place them in a labeled bag separately and discreetly returned to parents/carers at the end of the day. You should not rinse them by hand.
- Using the wipes clean the child from front to back and place used wipes in the nappy sack
- Tie nappy sack and place in the bin
- Put on clean nappy and cream if needed
- Take off gloves and apron and place in bin
- Dress the child
- Help the child to wash and dry their hands, using warm water, liquid soap and paper towel
- Wash your hands using warm water, soap and paper towels
- Return to nappy changing area and use antibacterial spray and paper towels to clean the changing mat and surrounding area
- Before leaving, wash your hands using warm water, liquid soap and paper towels
- Record, date, time, child's name, soiled/wet nappy, name of staff, on the nappy changing record sheets provided

Items needed

- Bin specifically for nappy disposal
- Yellow bags

- Record nappy changing sheets
- Changing mat
- Box/bag for each child's nappies, wipes and cream
- Spare clothes
- Disposable gloves
- Disposable aprons
- Nappy sacks
- Anti-bacterial spray
- Paper towels
- Liquid soap
- Bin for paper towels

Children should never be left alone on a nappy changing table/changing mat.

Changing mats should be checked regularly for cracks or tears, if these are found then the mat needs to be discarded.

Clean nappies should be kept in a clean dry place.

All bins need to regularly emptied and placed in an appropriate waste collection area.

All clinical waste must be removed by a registered waste contractor, in accordance with local policy.

Each child should have their own creams and lotion that their parent/carer has provided and clearly labelled.

These facilities must be kept separate to food preparation, serving areas and children's play areas.

If the child's clothes are soiled, place them in a labeled bag separately and discreetly returned to parents/carers at the end of the day. You should not rinse them by hand.

Supporting documents:

This policy links to the following policies and procedures:

- Accessibility plan
- Child protection and safeguarding
- Health and safety
- SEND policy
- Supporting pupils with medical conditions

Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

HSC Public Health Agency. Infection and control.

[http://www.publichealth.hscni.net/sites/default/files/Nursaries Infection Prevention LR 07 11%20\(2\).pdf](http://www.publichealth.hscni.net/sites/default/files/Nursaries%20Infection%20Prevention%20LR%2007%2011%20(2).pdf)

Statutory Framework for Early Years Foundation Stage

<http://www.foundationyears.org.uk/wp-content/uploads/2012/07/EYFS-Statutory-Framework-2012.pdf>

Department for Education

Hygiene and infection control

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid/a00106>

The Disability act (DDA 2010 amended 2005)

http://www.equalityhumanrights.com/uploaded_files/guidance_on_matters_to_be_taken_into_account_in_determining_questions_relating_to_the_definition_of_disability.pdf