



## Greenleas Primary School

### Intimate Care Policy

We believe intimate care is any activity such as feeding, oral, care, washing, changing clothes, toileting, first aid and medical assistance, comforting and support and supervising intimate self-care that is required to meet the personal needs of child regularly or during a one-off incident.

We have a duty to safeguard children and school personnel at all times. We must develop independence in each child, but on those occasions when children need assistance they must feel safe, have personal privacy, feel valued, are treated with dignity and respect, are involved and consulted about their own intimate care with school personnel that are specially trained in intimate care procedures.

We treat every child as an individual treating them gently and sensitively as possible, to ensure that their dignity and well-being is maintained at all times.

#### AIMS

- To safeguard the rights of children
- To safeguard school personnel trained in intimate care procedures
- To work with other schools to share good practice in order to improve this policy

#### PROCEDURE

##### The Headteacher will :

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure school personnel who provide intimate care are suitably trained to do so;
- ensure that new developments, resources and equipment are brought to the attention of the appropriate school personnel;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

##### Role of the Governors

##### The Governors will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;



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### Role of School Personnel with Responsibilities for Intimate Care

School personnel will:

- receive training in Child Protection, First Aid, intimate care procedure and health and safety training in moving and handling;
- be professional in their duties at all times;
- be respectful of a child's needs;
- preserve a child's dignity and respect with a high level of privacy, choice and control appropriate to the child's age and situation;
- be aware of a child's method and level of communication;
- make sure practice in intimate care is consistent
- be aware of their own limitations
- promote positive self-esteem and body image;
- work in partnership with parents/carers;
- report any concerns they have about a child;
- report any concerns they have about a colleague's intimate care practice;
- be aware of the danger of allegations being made against them;
- take precautions to avoid risk;

### Nappy Changing in Early Years

Nappy changing procedures include:

- Nappy changing undertaken in a allocated room
- Parents are asked about their child's nappy changing
- Those members of staff responsible for nappy changing will be listed on the child's Health care Plan
- Record kept when each nappy is changed and with information shared with parents/carers
- Children's nappies checked at appropriate intervals by staff
- Nappy changing resources to be supplied by parents
- A named box for each child containing spare clothes in place
- A new set of gloves to be worn for every nappy change
- Child to be placed on a mat/changing bed during nappy change
- Soiled clothes to be sent home in a separate bag
- All cleaning wipes to be placed in a nappy sack
- Nappy sack to be securely tied and placed in the appropriate bin for disposal
- Before dressing the child dispose of all personal protective equipment used in the appropriate bin
- Hands to be washed before dressing child
- Return child to the classroom/play room
- Then thoroughly clean the nappy changing area using anti-bacterial spray and disposal paper towels



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## Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy
- sign a permission form (at the end of policy) allowing for nappy changes;
- advise the school of any known intimate care needs relating to their child;
- be involved with their child's intimate care arrangements on a regular basis;
- be asked to take part in periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## Rights of the Child

All children have the right to be treated:

- with sensitivity and respect in such a way that their experience of intimate care is a positive one;
- by professional suitably trained and assessed to be competent to undertake procedures in intimate care

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel
- individual Health Care Plan

## Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.



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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement (See Policy Evaluation).

Headteacher		Date	
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