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| **Intimate Care and Nappy Changing Policy** |

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| **Date** | **Review Date** | **Headmistress** | **Proprietor** |
| **October 2019** | **October 2022** | **Zoe Sylvester** | **Brian Berkery** |

This policy should be read alongside Broadhurst School’s policies and procedures on:

* *behaviour management*
* *anti-bullying*
* *equal opportunities*
* *staff induction*
* *health and Safety*
* *risk assessment*
* *safeguarding and staff behaviour and code of conduct*
* *whistle blowing*
* *complaints*
* *safer recruitment*
* *disqualification under the Childcare Act 2006*
* *the Prevent Duty*
* *visitor and site security*
* *visiting speaker*
* *fire safety procedures and policy*
* *first aid*
* *supervision of pupils*
* *educational visits*
* *staff handbook*

The policy applies to all staff employed in the school, volunteers and parents.

**Philosophy and aims of the policy**

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate areas which most people usually carry out themselves. However some children are unable to do this because of their age, physical difficulties or other special needs.

Broadhurst School ensures that all children are treated with respect when intimate care is given, whatever their age, gender, disability, religion or ethnicity. The child’s welfare and dignity is of paramount importance. Broadhurst School staff will ensure this time is relaxed; they do not make negative comments about nappy/potty/toilet contents.

No child should be attended to in any way that causes distress or pain. Staff will work in close partnership with parents/carers to share information and provide continuity of care.

In most cases such care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process as part of a staff member’s duty of care. Sometimes it will be necessary for staff to aid a child in getting dressed or undressed, although staff will always encourage children to attempt undressing and dressing unaided.

The purpose of this policy is to

* safeguard the rights and to promote the best interests of the pupils in our care
* ensure that all pupils are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one.
* safeguard adults operating in sensitive situations
* raise awareness and provide a clear procedure for intimate care
* inform parents/ carers in how intimate care is administered

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his own body. It is important for staff to bear in mind how they would feel in the child’s position. Potentially intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively, with the pupils right to privacy and dignity maintained at all times.

**We ask parents/carers to provide:** spare nappies and change of clothes/undergarments

**Procedure:**

* only staff members will undertake nappy changing/toileting duties
* children are changed as and when necessary
* all children in need of nappy changing are changed in the children’s toilets on the changing stations provided
* where possible staff will change their own children’s nappy or clothes. If this is not possible, another member of staff (with whom the child is familiar/comfortable with) will undertake this task
* staff will always get the nappy and/or clean clothing ready before changing the child
* staff will wear a fresh pair of disposable gloves for each nappy change and, if required, a plastic disposable apron
* staff will ensure that they never leave a child unattended on the nappy changing table and will always strap a child in securely
* soiled nappies are bagged, sealed and disposed of in the nappy bins provided
* plastic gloves are also disposed of and new gloves used for each child
* changing stations are wiped down with antibacterial wipes/spray after each nappy change
* staff will wash their hands with hot, soapy water and dry on disposable towels immediately after completing a change
* staff will record if they have changed a nappy on the log kept in the changing areas and parents/carers are informed
* staff will always inform parent/carer if their child has required a change of clothing

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

* informing another member of staff that the action being taken is necessary
* allowing the child, wherever possible, to express a preference to choose his carer and encourage them to say if they find a carer to be unacceptable
* allow the child a choice in the sequence of care
* being aware of and responsive to the child’s reactions
* if there is a concern with the child being assisted that there may be a complaint of care, the member of staff should consider a second staff member to be in attendance in a way that does not compromise the child’s dignity and privacy. A record should then be made of the details of the care given and filed with Headmistress
* documentation of any concerns about physical changes in a child’s presentation, e.g. bruising, marks, soreness etc. observed on the child during an intimate care procedure should be recorded and reported to the Designated Safeguarding Lead for child protection and safeguarding procedures to be followed. Any concerns/observations will also be recorded on the record of intimate care form.

**Safeguards for children**

Broadhurst School ensures that all staff that have substantial, unsupervised access to children undergo an enhanced DBS certificate, which includes barred list information. All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their line manager’s satisfaction. It is not appropriate for volunteers to carry out intimate care procedures.

The school is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times, it is acknowledged that these adults are in a position of great trust.

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| **Headmistress:** |  | **Date:** |  |
| **Proprietor:** |  | **Date:** |  |