

**St John's C of E VC Infants' School  
& Jumping Johns Nursery  
Glastonbury Somerset BA6 9DR  
Telephone: 01458 832085 Fax: 01458 834584  
Email: [office@st-johns-inf.somerset.sch.uk](mailto:office@st-johns-inf.somerset.sch.uk)**



### Intimate Care Policy

| Version | Date created /amended | Created By                   | Approved By                   | Remarks |
|---------|-----------------------|------------------------------|-------------------------------|---------|
| V3      | March 2019            | Wendy Turner and Julie Inder | Education & Welfare Committee |         |

#### Our school vision...

‘Those who are wise will shine as bright as the sky, and those who lead many to righteousness will shine like the stars forever’. (Daniel 12v3)

#### ‘A School where every child can shine’

As a school community we believe that the ethos of the school should be built on a foundation of values. At St. John's we seek to promote our School Christian Values, of **Love, Perseverance and Respect**.

As a community of learners at St. John's C of E Infants' we value the joy of learning, recognise and cherish the uniqueness of each individual and endeavour to realise everyone's full potential.

Our Christian Ethos nurtures personal beliefs and attitudes, which **enables all to seek meaning through life's journey**.

This statement should be read in conjunction with the School's Assessment Policy and Procedures and used as part of St John's Church of England VC Infants School and Jumping Johns Nursery's overall strategy and implemented within the context of our vision, instrument of government aims and values as a church of England School.

# Intimate Care Policy

## Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and St John's C of E Infant School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved (link to Health and Safety (H&S) Policy and guidelines and Safeguarding Children Policy)

## Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending St John's C of E Infant School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.

## Care Plans

Where a pupil has particular needs (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident', staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily. The written care plan (Appendix A) will include:

- Who will change the child including back-up arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carer
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

## Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other (see Appendix B). This will include:

### The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- providing the setting/school with spare nappies or pull ups and a change of clothing
- understanding and agreeing the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes

- agreeing to inform the setting/school should the child have any marks/rash
- agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreeing to review arrangements should this be necessary

#### **The school:**

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should the child be staying for the full day
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate health care professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

#### **Personal Care Procedures**

The staff at St John's C of E Infant School will follow agreed procedures (see Appendix C) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

#### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures (see Appendix D) to protect both the child and the member of staff.

#### **Child Protection**

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If there is known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised.

Where ever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline back up or contingency measures in the event that the named member of staff is not available

#### **Nursery**

Within Jumping Johns Nursery staff will gain knowledge of children' toileting needs before they begin attending.

Where children wear nappies or pull-ups parents' preferences on frequency of changes will be gained through the Nappy Changing Consent Form (See Appendix E). Staff will do their best to meet parents' wishes. Staff will also support parents with toilet training as appropriate.

Within Nursery we follow our toileting and nappy changing procedures (See Appendix F) rather than having a Personal Care Plan for each child. However, where appropriate due to particular needs or the likelihood of a child needing support in toileting into school; staff will work with parents to create a Personal Care Plan.

#### **Monitoring and Review**

- The SENCO / Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the SENCO / Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Head Teacher for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.

## APPENDIX A

### St John's C of E Infant

#### School Intimate Care Plan

|  |  |
|--|--|
| Name of child:   |  |
| Name of person(s) to change the child:                           |  |
| Name of person(s) to change the child if main adult unavailable: |  |
| Where changing will take place:                                  |  |
| What resources and equipment will be used:                       |  |
| Who will provide the resources and equipment that will be used:  |  |
| Training requirements for staff:                                 |  |
| Disposal of product in:  |  |
| Infection control measures:                                      |  |
| Special arrangements for trips/ outings:                         |  |
| When will the plan be reviewed:                                  |  |
| Review comments:   |  |

If the child is unduly distressed, a member of staff will contact the parent/carer.

*\*If the above named member of staff is not available due to illness or staff training, then another person, familiar to the child will attend to the child's needs.*

SENCO/ Inclusion Leader approval:

Date:

**APPENDIX B**

**St John's C of E Infant School**

**Intimate Care Plan Agreements**

**The parent:**

- I agree to ensure that the child is changed at the latest possible time before being brought to the setting/school
- I will provide the setting/school with spare nappies or pull ups and a change of clothing
- I understand and agree the procedures that will be followed when my child is changed at school – including the use of any cleanser or wipes
- I agree to inform the setting/school should the child have any marks/rash
- I agree to a 'minimum change' policy i.e. the school will not undertake to change the child more frequently than if s/he were at home.
- I agree to review arrangements should this be necessary

Signed.....(parent/carer)

**The school:**

- We agree to change the child during a single session should the child soil themselves or become uncomfortably wet
- We agree to monitor the number of times the child is changed in order to identify progress made
- We agree to report should the child be distressed, or if marks/rashes are seen
- We agree to review arrangements should this be necessary.

Signed..... (school member of staff)

Name ..... (school member of staff)

Date: .....

## **APPENDIX C**

### **Personal Care Procedures**

The staff at Ashford CE Primary will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix D)
- Report any marks or rashes to parents and Head Teacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

## **APPENDIX D**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence product used to be double wrapped, or placed in a hygienic disposal unit (identified bin in disabled toilet) if the number produced each week exceeds that allowed by Health and Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands.



## Nappy Changing Consent Form

Child's Name \_\_\_\_\_

Please tick which applies

| Disposable Nappies | Reusable Nappies | Pull ups |
|--------------------|------------------|----------|
|                    |                  |          |

Children's nappies will be changed immediately if soiled however please indicated the frequency of nappy changes required at other times by ticking below.

| Every two hours | Once at Lunch Time | Once in the morning and once in the afternoon | Only when nappy is very wet. |
|-----------------|--------------------|---|------------------------------|
|                 |                    |   |                              |

Would you like your own supplied nappy cream to be applied? Yes/No

I authorise Jumping Johns Nursery Staff to change and check my child's nappy. I agree to supply an extra change of clothes, wipes, nappies, nappy bags and nappy cream if required.

Parent/Carer Print Name \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

## Nursery Nappy Changing and Toileting Procedure

### **Before starting Nursery**

- When children begin attending Nursery parents will be asked for information about their child's toileting needs. If appropriate parents will be asked to complete a nappy changing form to provide details of their preferences for number of changes and use of cream.
- This information will then be shared to all members of staff.

### **Frequency of changes**

- Nappies will be changed following parents' preferences but at least once every 3 hours or as needed.

### **Who will change nappies?**

- A child's key worker will usually change their nappy; if they are unavailable it will be another member of staff who they are familiar with.
- Only members of staff who are CRB checked are permitted to change nappies.

### **Nappy Changing Procedure**

- Nappy changing and toileting should be used as an opportunity to develop independence. Members of staff should aim to ensure that children feel relaxed and secure. Staff will be gentle in their approach and communicate with children to ensure they are aware of what is happening and why.
- Children will either be changed on the changing table or in the toilet area; based on children's/parents preferences and the child's needs.
- Gloves will be worn when changing a nappy and a new pair will be used for each child.
- The dirty nappy will be bagged and placed in the nappy bin either in the toilet area or directly into the outside bin.
- If children wear cloth nappies and have soiled clothing; these will be bagged for parents to take home.
- Members of staff and children will wash their hands after nappy changes.

### **Using the Changing Table**

- The member of staff will collect the child's nappy and wipes from their bag. They will ensure a new piece of roll is on the changing table.
- A member of staff will remain next to them throughout the time they are on the changing table.
- The child will be supported in climbing steps to the changing table and down; members of staff will not lift children.

### **Using the toilet area**

- Particularly when children are becoming ready to be toilet trained it may be more appropriate to change them in the toilet area.
- Members of staff will support children in removing their nappy/pull up and then encourage children to sit on the toilet.