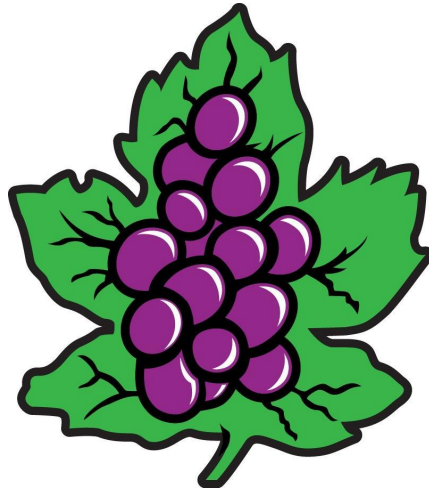




**INTIMATE CARE
AND
NAPPY CHANGING POLICY
Kerem School**

Approved by:	Safeguarding and Wellbeing Committee	Date: October 2019
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Last reviewed on:	August 2024	Next review due by: August 2025
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KEREM SCHOOL
(Including Kerem Early Years Unit)

Intimate Care and Nappy Changing Policy

SECTION A: PUPILS WHO ARE STILL IN NAPPIES/PULL-UPS

Purpose

This section of the policy outlines the procedure for assisting Nursery and Reception children who are not yet fully toilet-trained. At Kerem, no child is excluded from participating in our provision who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Policy Guidelines

- **Parental Agreement**

- Parents are asked upon their child's enrollment if their child is fully toilet trained. They will be asked to put this information in writing.
- We are required to complete a form giving written consent for staff to change their child's nappies or 'pull-ups'

- **Procedure for Managing Nappy Changing**

- Any child that is still in nappies or 'pull-ups' must have their own school bag with their nappies or 'pull-ups' and changing wipes. This should be clearly named and sent home daily to be refilled.
- There must be a clearly marked nappy-changing area. There should be a mat and wipes available. The area must have access to running water

- **Staffing**

- When helping a child who has a nappy that needs changing, staff will inform another member of staff that they are going to carry out intimate care. They will make sure that this is happening in a space that allows for the privacy of the child but that safeguards both the child and themselves.
- It is not necessary for more than one member of staff to be present when carrying out intimate care. All staff are DBS (Disclosure and Barring Service) checked, and there is no regulation suggesting that more than one practitioner is required to change a child. We would, however,

always tell someone that we are about to change a child. A student on placement should not change a nappy unsupervised.

- All pupils who are still in nappies or 'pull-ups' are assigned a Key person. Key persons have a list of personalised changing times for the young children in their care who are in nappies or 'pull-ups'.

If the key person is absent a backup person will undertake the task.

- **Hygiene and Safety**

- All staff are familiar with the hygiene procedures and carry these out when changing nappies; gloves and aprons are put on before changing starts and the areas are prepared. A fresh disposable paper mat is placed on the changing mat for each child.
- Nappies and 'pull-ups' are disposed of hygienically in a bag and placed in the bin. Cloth nappies, trainer pants and ordinary pants that have been wet or soiled are bagged for the parent to take home.
- Children should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash should **not** be used for young children. Hands should be washed with soap.
- The changing area will be cleaned and sanitized immediately after use.

- **Child Comfort and Reassurance**

- Changing areas are warm and there are safe areas to lay young children if they need to have their bottoms cleaned.
- Key persons are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- In addition, key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

- **Training**

- Staff will receive annual training on managing nappy changing sensitively and hygienically, including safeguarding procedures. This will be delivered by a member of SLT

- **Record Keeping**

- A record of nappy changes, including the date, time, and staff involved, will be kept and stored securely.
- This will be a google doc which is shared with the parents

SECTION B: ASSISTING CHILDREN AFTER A TOILET ACCIDENT

Purpose

This policy outlines the procedure for assisting Nursery and Reception children who have experienced a toilet accident. The goal is to ensure the dignity, safety, and well-being of the child while maintaining high standards of hygiene for both children and staff.

Policy Guidelines

- **Parental Agreement**

- Parents are informed upon their child's enrollment that staff may assist children with personal care, including cleaning and changing after a toilet accident.
- Parents are required to complete a form giving written consent for staff to assist in such situations.

- **Procedure for Managing Toilet Accidents**

- A staff member will calmly and discreetly assist the child in a designated changing area to maintain privacy and dignity.
- The staff member will wear disposable gloves and use appropriate cleaning supplies to assist the child.
- Clothing that has been wet or soiled are bagged for the parent to take home.

- **Staffing**

- It is not necessary for more than one member of staff to be present when carrying out intimate care. All staff are DBS (Disclosure and Barring Service) checked, and there is no regulation suggesting that more than one practitioner is required to change a child. We would, however, always tell someone that we are about to change a child. A student on placement should not be involved in intimate care.

- **Hygiene and Safety**

- All staff are familiar with the hygiene procedures and carry these out when assisting a child who has wet or soiled themselves; gloves and aprons are put on before changing starts and the areas are prepared. A fresh disposable paper mat is placed on the changing mat for each child.
- Wet or soiled clothing is bagged for the parent to take home.
- Children should be encouraged to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash should **not** be used for young children. Hands should be washed with soap.
- Staff will ensure that gloves and any cleaning materials used are disposed of properly after each use.
- The changing area will be cleaned and sanitised immediately after use.

- **Child Comfort and Reassurance**

- Staff will reassure the child and handle the situation in a calm, non-judgmental manner to avoid embarrassment or distress.
- Children will be encouraged to change themselves as much as possible, with assistance provided only when necessary.

- **Parental Communication**

- Parents will be informed about the incident at the end of the school day unless immediate communication is deemed necessary.
- Staff will provide a summary of the assistance given, maintaining confidentiality and sensitivity.

- **Preparation**

- Parents are encouraged to provide a spare set of labelled clothing for their child, which will be kept in the classroom for emergencies.

- **Training**

- Staff will receive annual training on managing nappy changing sensitively and hygienically, including safeguarding procedures. This will be delivered by a member of SLT
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- **Record Keeping**

- A record of the incident, including the date, time, and staff involved, will be kept and stored securely.