



**THE WILLOWS**  
PRIMARY SCHOOL AND NURSERY

## **Intimate Care and Changing Policy**

## Procedures

All staff carrying out intimate care/changing of children in the school must be aware and follow the procedures and advice outlined below:

Any adult involved in intimate care should be a member of the school staff, not a volunteer or parent helper.

Ensure they are aware of the Child Protection Policy and procedures in place within the school. If concerned about a child's actions or comments whilst carrying out intimate care/changing, staff should record this on CPOMS and discuss with a designated safeguarding lead.

Children in Key Stage 1 and Key Stage 2 who need changing during lesson time or morning break or lunchtime due to a toileting accident should be changed in the medical room or nearest appropriate toilet or the disabled toilet to allow for privacy and/or supervision.

Children in Early Years Foundation Stage (Nursery and Reception) who need changing during their school day due to a toileting accident/ the changing of a nappy should be changed in the most practical location which may be the disabled toilet or classroom toilets to allow for privacy and/or supervision.

Use the nature of the accident/incident and the knowledge of the child to make a judgement on how many adults may need to be involved in intimate care. In some cases, it is essential to have two adults in attendance; this is when a child needs to be changed by an adult. In some cases, the child may be able to change and care for themselves with no or limited adult support/supervision.

In the instance of nappy changing, nappies wipes and nappy sacks are to be provided by the child's parent/carer and kept in the individual child's personal bag easy to access when needed. Children may prefer to stand if wearing pull-up type nappies.

In all instances consider the dignity of the child and allow them to decide on how they are assisted (if they are able to do so). Ask the following if relevant/possible:

- would you like some help?
- would you like me to help you?
- would you like me to come with you and wait outside the door in case you need any help?

If staff suspect soiling and it is denied by the child the matter should be referred to the parent for advice (a telephone call made by a member of office staff). Forcing a child to 'prove otherwise' is unnecessary and unwise, as is allowing a child to sit in soiled clothing. Any such child should be escorted to and wait in the medical room.

A child's refusal to allow themselves to be changed or to change themselves will result in an immediate telephone call to inform parents. Any such child should be escorted to and wait in the medical room. Parents can choose to visit the school to change their child or take their child home to change, then return their child to school.

Ensure the child's class teacher and office staff are aware of what is happening and where the child is.

If a child can change themselves, wait outside the door with the younger children and reassure them. If the child is mature enough, they may go along to change themselves without adult support. Professional judgement and knowledge of the child should be used.

Be aware and responsive to the child's reactions if assisting with intimate care.  
Ensure spare clothing is readily available. Younger children may have spare, personal underwear in school in their school bag. School provided spare underwear is kept in the medical room.

Ensure there is a suitable bag in which soiled underwear (and clothing) can be put.

Any injuries needing intimate care should be dealt with sensitively. These should only be dealt with in the Medical Room by appropriate staff e.g. paediatric first aid trained staff.

Gloves should be used in assisting in any form of intimate care or changing.

If necessary, clean and disinfect any soiled surfaces once the child has returned to the class or been taken home.

Parents of children in Early Years should always be advised by a member of the EYFS staff and this should be recorded on a record sheet and signed by the child's parent at the end of the day. The daily record form should be sent to the office once signed by relevant parents/carers.

Parents of children Key Stage 1 and Key Stage 2 should always be advised by a member of the office staff and this should be recorded on the form indicating how parent was informed, time and parental comment and/or action. A parent may advise the school that they do not wish to be informed in case of intimate care of changing; if this is the case a letter from them stating this is required or they may sign an Intimate Care/Changing Record to this effect.

This policy will be reviewed every year.

Signed:

(Headteacher)

Date: