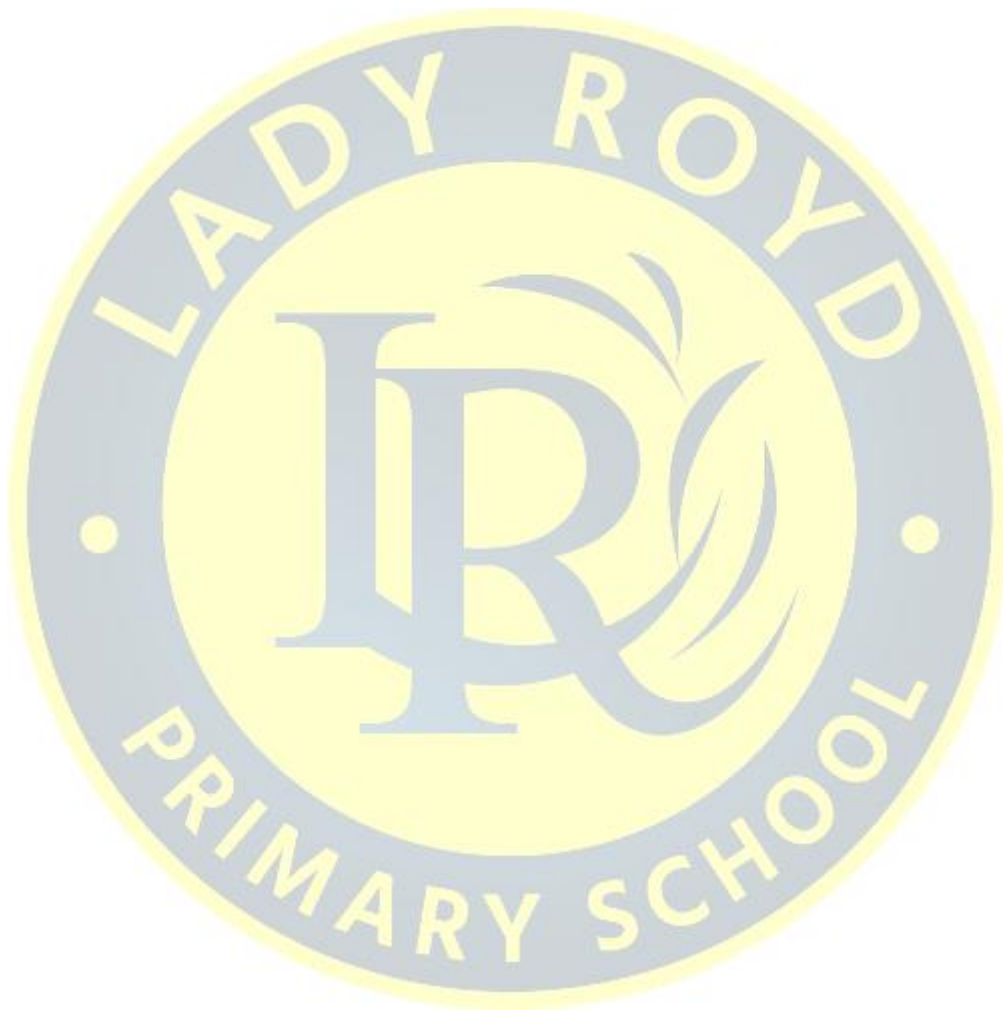


Lady Royd Primary School

Intimate Care Policy



Issued: July 2024

Reviewed: July 2025

Next Review Due: July 2026

Statement of intent

On Entry into Reception, it is the expectation of Lady Royd Primary School that, unless there is a medical reason or identified SEND need, all children should be toilet trained on entry to Reception. However, If a child is not yet fully toilet trained, staff will work closely with parents in order to support this.

No child is excluded from participating in our EYFS 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. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

What Is Intimate Care?

For the purpose of this policy, “**intimate care**” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee.
- Application of medical treatment other than to the arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

Procedures For Intimate Care

Toileting is a key part of growing up and Lady Royd Primary School is committed to teaching all children good habits. In each toilet area there is sequencing strips and hand washing routines. If required during the early toileting phase, staff will support children with using the toilet by:

- Reminding them to visit the toilet at regular intervals
- Guiding them with the routines including wiping and handwashing. However, staff will not do this for the children unless there is a medical condition or identified SEND need and consent from parents.
- Use Makaton signs and symbols for children who struggle to communicate verbally and as a whole class approach.

Children will be encouraged to change themselves and staff will only intervene if the child needs clear support with their independence. Parents will be informed as soon as possible. In order to minimise distress, if a child has soiled themselves and it indicates that the child has diarrhoea, parents will be phoned immediately so that they can collect their child from school and take them home to be cleaned and changed.

We understand that accidents happen, but it is vital that all children are toilet trained. Nappy Changing is always handled with care and sensitivity at Lady Royd Primary School.

Toilet Introduction Procedures

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Remind the children to go to the toilet and wash their hands during transition times such as lunch time.

Staff will be patient with children when they are using the toilet, and use positive language and praise to encourage them.

A daily log is kept of all nappy changes and we ask that all children in nappies arrive to school with a clean, dry nappy on. Nappies will be changed on a needs basis. If children are in school for the full day, the children will be asked to say if their nappy is wet or soiled once in the morning and once in the afternoon. An online spreadsheet is used to record all incidents where children soil and urinate themselves. Parents are encouraged to leave a spare set of clothes to support this process.

The following procedure is applied:

- Consent is obtained from parents prior to changing any nappies/clothes- this letter is sent at the start of the year.
- Adults will put PPE on; gloves and apron.
- Antibacterial wipes will be used to clean areas.
- An adjustable full sized nappy changing table will be used to change children. If they have urinated themselves and are independent in changing themselves, they will stand in the nappy changing room.
- The child's comfort and privacy will be respected.
- The child will be cleaned from front to back using their own wipes. Where possible, we encourage the child to assist in attending to their own needs, if safe to do so. School have baby wipes, if families do not provide them.
- All nappies and wipes will be put in a nappy sack and disposed of in the nappy bin immediately. This bin is located in the nappy changing room.
- PPE will be placed in the nappy bag and disposed in the nappy bin.
- If a child has soiled their clothes, these will be put into a separate nappy sack and sent home.
- Hands are washed before and after changing any child.
- Resources to support changing will be ordered again if they are low such as: PPA, wipes, gloves, nappy bags and anti-bacterial wipes.
- Log completed by the adult that is changing. Electronic log on a spreadsheet is kept. However, in case of these known members of staff are not available, then any other Lady

Royd staff member will need to complete the log after the change. Any external supply teachers will only be able to change after acceptance from a member of SLT.

- All staff are responsible where possible for changing nappies and toileting accidents in their designated class
- All staff are familiar with the hygiene procedures and carry these out when changing nappies.
- In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- The child who has been changed will be encouraged to wash their hands.
- All staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents'.
- All staff do not make inappropriate comments about children's genitals when changing their nappies.
- Clothes that have been wet or soiled are rinsed and bagged for the parent to take home. If the soiled clothes cannot be washed, this is not expected.
- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups this may constitute neglect and will be a disciplinary matter.
- Each member of staff is to be accompanied when changing a child for safeguarding issues. Areas of provision may close due to staffing, whilst a child is being changed. Staff may change a child alone- if there are no other members of staff available due to staffing ratios.
- Information regarding children being changed during sessions will be told to person collecting. If a child is distressed and is refusing to have their nappy changed, parents will be asked to come into school to take the child home to clean and change them or change them in school.
- Parents can be rung if a child cannot be cleaned.

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)