



BAWB Federation Intimate and Personal Care Policy (including nappy changing)

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Governing Board Committee:	School Improvement
Link Governor (if appropriate):	Sue Ryding
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Equality Statement

At The BAWB Federation we work hard to ensure that the culture and ethos are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and people treat one another with respect. Our schools provide pupils and staff with the opportunity to experience, understand and value diversity. In the operation of this policy, we will endeavour to ensure that all members of our school community receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

Distinctive Christian Vision

This policy has been written and/or adopted with our distinctive Christian ethos in mind:

Rooted in the message of the Good Samaritan, we provide an aspirational education for all. We flourish academically, spiritually, and socially, enriching our communities.

Matthew 22v 37-39 (NEB): Love the Lord your God with all your heart, with all your soul, and with all your mind. Love your neighbour as yourself.





Introduction

The Intimate Care Policy has been developed to safeguard children and staff. It applies to everyone involved in the intimate care of children.

All our children have the right to feel safe, to be treated with courtesy, dignity and respect, and be able to access all aspects of the education curriculum.

This policy should be read in conjunction with the

- Child Protection Policy
- Staff Conduct Policy
- SEND Policy
- H&S Policy
- Medical Policy

Aims

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff responsible for intimate care
- To assure parents that the staff are knowledgeable about personal care and that their individual concerns will be taken into account
- To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children

Definitions

Intimate Care

Intimate care may be defined as any activity required to meet the personal needs of each individual child. Intimate care is any care which involves washing, touching or carrying out procedures that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. It also includes supervision of children involved in intimate self-care.

Intimate care can include:

- Feeding
- Administering medication
- Washing
- Dressing/undressing
- Toileting
- Menstrual care



Personal Care

Personal care tasks do not invade conventional personal, private or social space to the same extent as intimate care. Such tasks may include:

- Skin care / applying external medication
- Feeding
- Dressing and undressing
- Washing non-intimate body parts
- Prompting to use the toilet

Basic Principles

This policy is based on the following fundamental principles.

Every child has the right to:

- Be safe and secure
- personal privacy
- be valued as an individual
- be treated with dignity and respect
- be consulted in their own intimate care to enable them to make appropriate choices
- express their views on their own intimate care and to have such views taken into account
- have levels of care that are as consistent as possible
- have an Intimate/Personal Care Plan and/or Education and Health Care Plan (EHCP) designed to lead to independence

Nappy Changing in Early Years

Occasionally we may have children start nursery who are wearing nappies, or who need some support with toilet training. Members of the EYFS team will liaise with parents where nappy changing needs to take place. In these circumstances, our nappy changing procedure is:

- The child/toddler will be placed safely while staff wash their hands
- Staff MUST wear disposable gloves and an apron
- Baby/toddler placed on the changing area
- Wet/soiled nappy removed
- Baby/child cleaned from front to back and barrier cream may be applied
- Wet/soiled nappies and all cleaning materials will be bagged and disposed of in the nappy bin.
- Staff to remove gloves and apron which must be disposed of immediately by placing in a rubbish bin.
- Child returned to room
- Staff clean mat with disinfectant spray and wipe down with paper towels.

Responsibilities

The headteacher will:

- appoint staff to undertake intimate care
- ensure these staff are familiar with, and understand this policy



- ensure staff have relevant training
- liaise with parents as necessary
- allocate a named member of staff to carry out intimate care to named children to enable consistency, dignity and security for the child. The named, allocated adult will provide the required care to the named children whenever possible.

Staff with responsibility for intimate care will:

- familiarise themselves with this and other relevant policies
- attend relevant training
- record intimate care arrangements on the child's personal file
- ensure consent form is signed by parent/carer and the child (if appropriate)
- only undertake agreed aspects of intimate care
- report any unusual markings, discolouration or swelling to the headteacher
- report and record any unusual emotional or behavioural response by the child
- review these arrangements as appropriate

All staff will:

- report any concerns about a colleague's intimate care practice to the headteacher.
- promote positive self-esteem and body image.
Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse

Parents

Partnership with parents is essential in relation to children needing intimate care.

Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious or cultural sensitivities.

Prior permission must be obtained from parents before intimate care procedures are carried out.

Parents have a responsibility to work with staff to ensure their child's needs are identified, understood and met. This will include involvement with Individual Health Care Plans and any other plans that identify the need to support intimate care.

Safeguarding

Staff must be aware that some adults may use intimate care as an opportunity to abuse children. It is essential that all staff are familiar the potential these situations pose for harm and abuse. Staff must fully engage with all Child Protection and Safeguarding Policies and Procedures. Any concerns must be recorded on the 'blue forms' and also reported immediately to the DSL or deputy DSL.