



**The Park Federation Academy Trust
Lake Farm Park Academy
Intimate Care Policy**

Signed by Principal	Ms. Buttar
Date of approval	September 2022
Date of review	September 2024

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General Guidance

Guidelines for changing nappies

Children who are not yet fully toilet trained will require their nappies or pull-ups to be regularly checked and changed. An Intimate Care Agreement (appendix 1) should be written and signed by parent.

Who should change nappies?

Any member of staff who is DBS checked has a responsibility to change a child's nappy should it be soiled. Any agency staff do not change children but can witness the change. Children should be changed at lunchtime, at home time and at any other time during the day should it be necessary. The staff will keep a log of who is changed on a shared google doc, where, when and who by on the school changing record.

Where nappies should be changed?

Nappies or soiled clothing should be changed in cubicles in classroom toilets or in the nursery toilets changing area. For older children the disabled toilets can be used to allow more privacy. All nappy changes should be done standing up. Privacy and dignity should be maintained at all times. The door to the toilet should be closed during this time.

What resources should be used?

Parents should provide nappies, nappy sacks, wipes and spare clothing for children who may require it throughout the school day.

How will the nappy be disposed of?

Soiled nappies should be double wrapped and placed in the hygienic disposal nappy bin.

What infection control measures are in place?

Full PPE will be worn by staff. This includes aprons, gloves and mask. The changing area should be cleaned after use. Hot water and soap should be available to wash hands after the task has been completed. Paper towels should be available for drying hands.

What should staff do if the child is unduly distressed by the experience?

If a child is unduly distressed about having their nappy changed, parents should be contacted to discuss the matter. A plan should be put into place for individual children, which could include a social story, use of similar language to home and the use of visuals.

What should staff do if marks or injuries are noticed on a child?

Staff should follow the procedure as outlined in the child protection policy.

Changing Nappies

Guidance for staff

- Make sure another adult knows what you are doing and there are always two members of staff present
- Change nappies in a cubicle or the nursery changing area (Be aware of privacy). If this does not provide encourage space or privacy, use the nearest disabled toilet.
- Encourage children to help themselves as much as possible
- Children should lie on a changing mat or bed if necessary, NOT on the floor □ Wear gloves, mask and an apron. Full PPE is required.
- Place nappies in a nappy sack, tie and put into the hygienic nappy disposal unit or bin with a yellow bag.
- Clean the area/ changing mat afterwards.
- Wash your hands with hot water and soap afterwards (antibacterial cleanser)

Intimate Care Agreement – Updated to keep in line with GOV.UK Covid -19 Guidance.

We recognise that some pupils with additional needs take extra time to establish good toileting skills and personal care and need additional support.

For some of our pupils who are normally fully toilet trained, we recognise there could be some regression of managing personal care when first starting school.

We aim to work with parents to establish the safest way to manage any accidents and establish good personal care skills to enable the pupils to be as independent as possible.

We have used the guidance from GOV.UK when considering this plan.

- *In order to best meet the needs of your children when they are with us, we would like to set up an individual agreement between parents and the school with regard to intimate care.*
- *Intimate care is any care which involves washing, touching, wiping or anything else which children are unable to do for themselves arising from the child's stage of development.*
- *Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school, intimate care will involve procedures to do with personal hygiene.*
- *Staff at Lake Farm Park Academy are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All school staff are supported and trained so that they feel confident in their practice.*



The Park
Federation

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Lake Farm Park Academy

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Dear Parent/Carer,

Children requiring a change of clothes

If a child wets or soils themselves while they are at school, it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible.

Our Early Years staff are experienced at carrying out this task if you are happy for them to do so. If you do not give permission, we would contact you or one of your emergency contacts, who will be asked to attend without delay.

Lake Farm Park Academy has an Intimate Care Policy which will be available to view on our website or ask for a copy at the main office.

Please fill out the consent slip confirming you agree to a member of staff changing your child in the event they were too wet or soil themselves, and return to the class teacher.

All parents are asked to provide spare clothes in a bag, which will be hung on your child's peg, just in case they should have an accident

Thank you for your co-operation.

Kind regards,

Harshindar Buttar
Principal

Reply Slip: Child requiring a change of clothes

I do/do not* give consent for my child to be changed and cleaned by staff if they wet/soil themselves while at school

(delete as appropriate)

Child's Name:

Class:

Signed:

Date:

(Parent/Carer)