



'Growing, loving and learning in the arms of Mary'

Intimate Care Policy



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Ratified by governors

St Mary's RC Primary School and Nursery recognises that delayed continence of Foundation Stage children is not necessarily linked with learning difficulties and that children of this age are likely to be at various levels of maturity with their continence, health and/or personal development. As we accept children who may still be in nappies or have the occasional accident, particularly in the first few months after admission, we have the following practise in place.

The following will apply where it is necessary to develop an Intimate Care policy for any child:

- There needs to be a named key worker and deputy key worker for every child.
- The key worker and deputy should be responsible for the majority care of the child (including intimate care)
- The key worker should be assigned to each child in a randomised process, e.g. not the key worker's choice. Children should be given some choice of preference in this where appropriate to do so.
- Clear processes and guidance in intimate care should be highlighted specifically to staff upon their INDUCTION in the setting. New staff should be given the opportunity to discuss any queries or uncertainties they may have in relation to the policy.
- Students, work experience and visitors should not be responsible for the intimate care of children in the setting.
- Changing areas should be clear and visible to other staff members.
- Any changes to the policy or processes involved in nappy changing or intimate care should be made to meet the needs of the individual child or the whole staff and not for the benefit for one individual member of staff.
- There need to be sound processes of recording and documenting the intimate care of children in all settings by all staff.
- There need to be clear processes for whistleblowing and there should be an open culture of challenge within the setting where appropriate so that staff feel confident to alert/inform senior members of staff to any concerns raised.
- Parents should be aware of the setting's intimate care policy and have a copy of the child's care plan. Parents should be clear about who their child's key worker is and the processes of intimate care for that setting.
- Clear processes need to be in place and agreed with parents around the changing of and transportation of soiled clothes to and from the setting.
- Clear processes of recording need to be in place around the changing of soiled clothing.

Random accidents:

- All staff will have responsibility for addressing the immediate needs of any child who needs changing. [not students, volunteers or work experience] as soon as the accident occurs.
- Spare clothing will be kept in school for children to access should they need to.
- All soiled clothing will be sent home [in separate carrier bag].
- Depending on the age of the children adults will support the child in cleaning themselves and in changing their clothes in the toilet areas of school. Where a child is unable to take full responsibility for this and where it is becoming a recurring issue the full policy will come into effect and an Intimate Care plan will be devised.
- Discretion should be used whether to use the toilet cubicle or the main toilet area –protecting both the child's privacy and the staff member.
- It is not necessary to involve several members of staff as this will present a supervision issue.