

Intimate Care Policy

Whilst we would never refuse entry to a child who was not toilet trained at Ruislip Gardens Primary School, we will actively encourage children to be toilet trained when they start in our Nursery setting. We accept that there may be some circumstances where a child who is in an EYFS or KS1 class has toilet training issues or difficulties caused by a particular need or condition; in this event we are committed to working with the family proactively and collaboratively to assist in toilet training and will carry out nappy/underwear changes for children as required in line with the steps outlined in this policy.

Where possible the child will be encouraged to change themselves, to clean themselves and to re-dress themselves. Where this is not possible, appropriate assistance will be offered. Privacy and dignity will be maintained at all times.

- Any changes will be carried out by a staff member who is DBS cleared (all staff members are subject to this screening) and where possible, by a member of staff who is known to the child.
- Changes will be carried out in a toilet area, the Welfare room or other discrete area.
- Two members of staff will be present during any changing activity.
- Gloves will always be worn by the member of staff.
- The change will be carried out with the child in the standing position where possible and age-appropriate.
- The child will be spoken to throughout the change with the steps clearly explained along the way.
- Soiled items will be double-bagged before disposal.
- Items of soiled clothing will be returned, double-bagged, for the parent/carer to clean.
- Child and staff member will wash their hands when the change is complete.
- Any ad-hoc or infrequent change will be logged on a specific sheet which will require parent/carer signature at the end of the day where a change was required. (Appendix 3).

In the event that a child becomes unduly distressed during a change or refuses to comply, the parent/carer will be contacted and invited to come to the school to carry out the change.

If during the course of changing a child any unusual marks are noticed then this will be raised to the designated Child Protection Officer in line with our procedures.

In the event that a child wears nappies to the setting or has a particular need that means frequent changing is required, any and all items required for the changes (disposable gloves for staff use, nappies, pull-ups, wipes, nappy sacks, spare clothes where possible etc.) should be provided by the parent/carer.

For ad-hoc and infrequent changes, the school hold a stock of required items and can offer spare items of clothing; the parent/carer should wash and return items as soon as possible.

The parents of all children requiring frequent and regular changing, either by virtue of the fact that they are nappy wearers or they have a particular medical need, or go through a phase that sees them soiling themselves more frequently, must sign the intimate care agreement attached at Appendix 1 and will be asked, periodically, to sign the changing log at Appendix 2.



Where a child is required to be changed and it is a one-off, infrequent or unexpected event the Intimate Care Policy will be followed in the absence of the parent/carer signing the attached document; the parent/carer will be notified that a change has been undertaken. The change will be logged on a specific sheet which will require parent/carer signature at the end of the day where a change was required. (Appendix 3).

Where a child in KS2 presents with the need to be changed at school, this will be dealt with on a case by case basis in line with the policy and with the best interests of the child at heart, regardless of whether this is a frequent or infrequent need. Parents/Carers will be notified that a change has been undertaken.

Appendix 1 : Intimate Care Policy

Ruislip Gardens Primary School

*Enjoying Learning*

Dear Parent/Carer

It has come to our attention that your child requires frequent and regular changes at school. For this reason we ask that you provide the following items and that you sign this agreement to demonstrate your agreement that members of staff may change your child at school in line with our Intimate Care Policy.

- Disposable gloves for staff use
- Packet of wipes
- Nappy sacks
- Change of clothes
- Nappies/pull ups if appropriate

Attached to this letter is a copy of the changing log that our staff will use to record changes that take place. Once the sheet is complete we will ask you to sign at the foot of the sheet and can provide you with a copy if required.

Yours sincerely

Ruislip Gardens Primary School

I give permission for my child _____ to be changed by members of staff whilst at school and have read and understood the Intimate Care Policy that the school will be following. I will provide wipes, spare clothing and changes of clothes/nappies as required.

Signed by : _____ Date : _____





Appendix 2: Intimate Care Policy

Individual Changing Log

Date	Time	Location of change	Person Changing	Witness	Soiled/Wet	Comments

Signature of parent/Carer : _____ Date : _____



Appendix 3 : Intimate Care Policy

Change of soiled clothing

Your child required a change of their soiled clothing today at school. Two members of staff changed your child in line with our Intimate Care Policy which can be viewed on our school website.

Date	Time	Location of change	Person Changing	Witness
Soiled/Wet		Comments		

If your child has brought home spare clothing from school please wash and return as soon as possible. In the event that your child comes to require frequent and regular changes at school we will ask you to sign a letter in line with our Intimate Care Policy and ask that you provide items required for us to carry out the changes.

Signature of parent/Carer: _____ Date: _____

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Your child required a change of their soiled clothing today at school. Two members of staff changed your child in line with our Intimate Care Policy which can be viewed on our school website.

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Signature of parent/Carer: _____ Date: _____