



The Hundred of Hoo Academy

Personal and intimate care policy

September 2023

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The aims of this policy is:

- To safeguard the rights and promote the welfare of all children within our care.
- To provide guidance and reassurance to staff who are required to provide intimate and personal care within the setting.
- To assure parents/carers that staff are knowledgeable about personal care and that their concerns are taken into account.
- To protect children from discrimination, and ensure inclusion for all.

At Hundred of Hoo Primary Academy, staff will endeavour to follow these principles when nappy changing and toileting:

- Children have a right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy/dignity when staff are meeting their needs.
- Children are supported in their understanding of nappy changing and toileting procedures so that they are led to independence.

All staff within Hundred of Hoo Academy are familiar with the school Safeguarding and Child Protection Policy. Staff will ensure they use this policy to develop children's resilience and to protect them from any form of abuse.

As far as possible nappy changing and toileting procedures will be carried out by two members of staff:

- Staff will be trained in good working practices which comply with the Health and Safety regulations as set out in our Health and Safety Policy.
- If a situation occurs that causes staff concern, the EYFS Lead, Vice Principal or Principal should be called upon.

- Where staff are concerned about a child's comments or actions whilst carrying out personal care, this should be recorded on Bromcom and the DSL or one of the Deputy DSLs immediately informed in person.
- Risk assessments will be carried out for toileting and nappy changing procedures.
- Staff will be trained in an area of intimate/personal care for children with specific needs and procedures for safe moving and handling when required.
- Students will not change nappies or toilet children.
- When a child's nappy is changed it will be recorded on a daily record-keeping sheet.
- Volunteers and trainees will not change nappies or toilet children.
- Only staff with Disclosure Barring Service (DBS) will undertake nappy changing and toileting.
- When changing nappies two members of staff will accompany the child to the designated nappy changing room located in the corridor next to the Sensory Room. They will then change the child's nappy on the changing table. Makaton, instructions and Communication in Print images will be used to clearly communicate to the child that their nappy is about to be changed.

Nappy Changing

It is vital that children are changed in a reassuring and caring way and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their stage of development. Through doing so we aim to encourage children to understand the message that not just anyone can pick them up, take them off and undress them.

The role of parents/carers.

As a school we will work alongside parents in meeting the toileting needs of their child.

- If a child has a specific disability or medical needs that need to be taken into account when considering their toileting we will ensure that we set up a health care plan in agreement with parents/carers.
- Staff will ensure that any significant observations made during a nappy changing procedure will be notified to the parent/carer at the end of the session. For example, badly soiled or a strong smelling urine.
- Each child will have a box with their individual nappies, cream and wipes enclosed, this will be stored in the nappy changing room.

Nappy Changing Procedure for Staff

1. Staff will approach the child and say/sign/use Communication in Print that is time for a nappy change, asking the child "Can I change your nappy?" Staff may at times need to negotiate, for example giving the child a timer if they are involved in their play at the point of nappy changing. "Ok. I can see you are playing, but we need to change your nappy. We will do it in 2 minutes."
2. If coming in from the outside area staff will wash hands using liquid soap and warm water.
3. On entering the nappy changing room, staff will use this opportunity to open a conversation with the child. Both members of staff to ensure that gloves and aprons are worn at all times before nappy changing begins.
4. The children's individual changing box will be inside the nappy changing room.
5. Child's clothes are removed to access the nappy.
6. If a wet nappy, nappy is removed and placed inside a nappy sack.
7. Using wipes the child is cleaned from front to back. Used wipes are placed in the nappy sack, along with nappy.
8. If gloves are soiled from a soiled nappy, gloves are removed and placed in the nappy sack and new gloves are put on.
9. A clean nappy is put on.
10. Gloves are removed and placed in the nappy sack. The nappy sack is then disposed of within the bin in the nappy changing room and then taken to the main yellow bin in the disabled toilet at the end of the day.
11. The child is encouraged/supported in dressing themselves.
12. The child is encouraged/supported to wash their hands using soap, warm water and paper towels.
13. Changing mat, surrounding area and underneath the mat is sprayed with antibacterial spray.
14. Paper towels and apron are placed in the appropriate bin, in the nappy changing room and staff wash hands using soap and warm water.

Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. All used pull-ups and nappies will be disposed of in the yellow bin stored within the nappy changing room.

Toileting Children

Where appropriate we will work alongside parents/carers 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 children have the opportunity to learn with full and non-judgemental support from adults. All children are treated with dignity, care and compassion during nappy changing/toileting. Staff will ensure time is relaxed; they do not make negative comments about nappy/potty/toilet contents.

We aim to provide the opportunity for all children to use the toilet independently and to provide assistance for children who require it. Where children are in pull-ups, we remind them at frequent intervals to use the toilet.

Toileting Procedure.

1. Staff will wear protective gloves and aprons when supporting children during toileting. These will be disposed of after each use.
2. Children will be shown the toilet areas before they actually need to use them, to help promote confidence and familiarity in a new environment.
3. Staff will remind children to use the toilet regularly.
4. All children will be encouraged to adopt good personal hygiene by washing their hands properly.
5. Staff will wash hands immediately with hot, soapy water and dry on disposable towels after completing the task.
6. Activities and routines will also include reminders about the need for good personal hygiene.
7. Parents are requested to send a bag containing a clean change of clothes for their child in case of accidents. These clothes will only be used for that child.
8. Staff will praise children verbally throughout the experience.