

SECAT

*Building strong schools,
Building strong partnerships,
Building strong communities*

SOUTHEND EAST COMMUNITY ACADEMY TRUST

Thorpedene Primary School & Nursery



INTIMATE CARE POLICY APPENDIX

<i>Review date</i>	<i>September 2023</i>
<i>Reviewed by</i>	<i>S. Moon</i>
<i>Next review date</i>	<i>September 2024</i>

1. Role of Staff

1.1 Which staff will be responsible:

Staff Name	Position	Location
C Odei	Nursery Teacher	Nursery Port building
L Kennedy	Nursery Teacher	Nursery Port building
S Andrews	Nursery LSA	Nursery Port building
A Ferola	Nursery LSA	Nursery Port building
J Murfitt	Nursery LSA	Nursery Port building
E Lawrence	Nursery LSA	Nursery Port building
C Cosker	Nursery LSA	Nursery Port building
S Richardson-Foster	Nursery LSA	Nursery Port building
P Bailey	Nursery LSA	Nursery Port building
J Matthews	EYFS Phase Leader	Reception Port building
R Sinclair	Reception Teacher	Reception Port building
H Safwat	Reception LSA	Reception Port building
J Kateyunga	Reception LSA	Reception Port building
M Khan	Reception LSA	Reception Port building
E Hulme	Reception LSA	Reception Port building
D Norwood	Year 1 Teacher	Port building
L Watson	Year 1 Teacher	Port building
M Wash	Year 1 LSA	Port building
J Garvey	Year 1 LSA	Port building
H Edwards	Year 1 LSA	Port building
J Dada	Year 2 Phase Leader	Port building
K Sylvester	Year 2 Teacher	Port building
M Adderley	Year 2 Teacher	Port building
M Kulici	Year 2 LSA	Port building
H Stocks	Year 2 LSA	Port building
C Smith	Year 4 LSA	Starboard building
M Osborne	Year 4 LSA	Starboard building
K Maynard	Year 6 LSA	Starboard building

2. Intimate Care Procedures

2.1 How procedures will happen.

When we carry out intimate care at Thorpedene Primary School and Nursery we use 2 members of staff, who are enhanced DBS checked.

- Two members of staff must be present, who are enhanced DBS checked.
- The changing of pupils will always be carried out away from other pupils to maintain the dignity of the pupil.
- Provide facilities which afford privacy and modesty e.g. separate toileting and changing for boys and girls or at least adequate screening; bathing changing one child at a time. The school has disabled toilet facilities in Port and Starboard buildings to support pupils with additional needs.
- Speak to the child personally by name so that s/he is aware of being the focus of the activity.
- Give explanations of what is happening in a straightforward and reassuring way.
- Enable the child to be prepared for and to anticipate events while demonstrating respect for his/her body e.g. by giving them a strong sensory clue such as using a sponge or pad to signal an intention to wash or change.
- When washing, always use a sponge or flannel and where possible encourage the child to attempt to wash private parts of the body him/herself.
- Respect a child's preference for a particular carer and sequence of care.
- Keep records, which note responses to intimate care and changes in behaviour. This will be recorded on Safeguard online.

Best practice should be followed by ensuring that all those involved with intimate care receive specific induction from the school on these procedures and protocols.

Staff should be mindful of and respect the personal dignity of the pupils when supervising, teaching or reinforcing toileting skills. Thorpedene Primary School and Nursery ensure there are an adequate number of toilets and handbasins made available. There are separate toilet facilities for adults. We ensure there are suitable hygienic changing facilities for changing any child in nappies and we ensure that an adequate supply of clean bedding, towels, clothes and any other necessary items is always available.

Thorpedene Primary School and Nursery has procedures in place for dealing with spillages of bodily fluids such as the process to be followed when a child accidentally wets or soils himself or is sick while on the premises. The same precautions will apply for nappy/pull ups/changing.

This could include:

- Staff to wear fresh disposable aprons and gloves while changing a child.
- Soiled nappies/pull ups securely wrapped and disposed of appropriately.
- Changing area/toilet to be left clean after an incident.
- Caretaking/cleaning staff to be informed of additional cleaning needs.
- Hot water and soap available to wash hands after changing.
- Paper towels available for drying hands.

When changing, whenever possible it is recommended that:

- Mobile children are changed standing up.
- If this is not possible the next best alternative is to change a child on a purpose-built changing bed (available in Nursery/Port /Starboard buildings)

- Children in EYFS may be changed on a mat on a suitable surface if it is not possible for them to change standing up or on a changing bed.
- Children in Year 1 and above should only be changed either on a changing bed (if unable to stand) or in a toilet cubicle standing up.

In practical terms toileting issues require the provision of;

- Hot running water and soap (antibacterial where possible).
- toilet rolls.
- antiseptic cleanser.
- bowl/bucket.
- paper towels/cloths.
- disposable aprons and gloves.
- nappy bags/sacks.
- cleaning equipment.
- Bin.
- A supply of spare nappies and wipes (provided by the child's Parent/Carer).
- Spare clothes (it's always useful for each child to have their own spare clothes on their peg to change into for physical and emotional comfort).

Checks should be made beforehand to ensure that there are suitable facilities for intimate care available on excursions where they will be necessary and consider how intimate care can be dealt with in relation to PE, swimming, after school clubs, transport to and from school trips etc.