

Motcombe School



**INTIMATE CARE & NAPPY CHANGING
POLICY**

Reviewed annually in Term 1

Last Review: September 2022



Our School Vision

"To build a learning community that cares for and values everyone, where promoting confidence through creativity, challenge and high expectations leads to enjoyment and success for all!"

Our School Values

We will support every child

to have academic confidence

to make safe and sensible choices

to be physically fit

to gain mental strength through resilience

to show kindness

Ethos

Our school ethos is our shared vision and common sense of purpose. As an infant school we recognise that it is a privilege to work with children at the start of their school career and as infant practitioners we have a strong understanding of the need to balance social and emotional maturity with academic ambition and plan learning that supports development of both. This ethos aims to guide the day to day life and development of the school and strongly influence the 'feel' of the school.

Equal Opportunities

At Motcombe we believe that all children, regardless of first language, disability, race, gender, cultural or socio-economic background, should receive equal access to the full school curriculum.

Disability Statement

Motcombe is proud to be an inclusive school. We are able to offer access to the full curriculum for children who have a physical disability.

We have easy access into the main part of both buildings and have accessible toilet facilities.

As with any additional needs the school works closely with parents and appropriate outside agencies.

Introduction

Motcombe School concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Motcombe School work in partnership with parents/carers to provide continuity of care to children wherever possible. Motcombe School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Motcombe School recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Definition

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing.

Child Protection

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to one of the School's designated people responsible for Child Protection, who will follow the procedures outlined in the Child Protection policy. The names of the designated people responsible for child protection at Motcombe can be found at the main school office.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see one of the designated people responsible for child protection at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- Motcombe School operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at school.

- If an allegation is made against a member of staff, the school will follow the procedure outlined in the Safeguarding Policy.

General procedures

Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training. All staff involved have been checked following the Disclosure & Barring Service (DBS) requirements (formally CRB Checks.)

There is careful communication with each child who requires assistance with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. Staff will encourage each child to do as much for themselves as they can and individual intimate care plans will be drawn up for the child.

One child will be cared for by one adult, but another adult will be in close proximity outside the toilet door within earshot, although not watching directly, in order to preserve dignity for the child. Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's intimate care plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints. Although not every episode of intimate care will be logged, a copy of a child's Intimate Care Plan along with any changes to the plan and any note-worthy incidents during intimate care will be logged on MyConcern and shared with parents and all appropriate staff.

Nappy Changing procedure

- At Motcombe School the person providing this care will usually be an adult who the child is familiar with. A child will never be supported in intimate care routines by an adult they do not know. The member of staff changing the child will inform another member of staff that they are going to do this.
- A child will always be consulted before an intimate care routine takes place. This gives the child time to process what is going to happen next. They will never be forced to leave what they are doing.
- Staff will use the children's toilet which will be temporarily out of use to other children for that child's privacy. These areas are enclosed enough to respect the child's privacy, yet are not beyond sight of other staff members.
- Mobile children can be changed standing up. The child's preference/needs will be considered, together with any assessed risks involved.
- Soiled nappies, wipes and gloves will be securely wrapped and disposed of appropriately in the designated bin.
- Hot water and soap is available for staff to wash hands as soon as changing is finished.