

AYCLIFFE DRIVE PRIMARY SCHOOL



INTIMATE CARE POLICY

**Staffing and Admin
Committee**

**Updated November 2022
To be reviewed 2024**

Staff Responsible

Mrs R M H Green, Head Teacher

Intimate Care Policy Protocol for Changing Children

At Aycliffe Drive Primary School we are aware of the need to follow clear written guidelines when changing a child to ensure that staff follow correct procedures and are not worried about false accusations of abuse.

Parents will be made aware of the procedure that school will adopt should their child need changing during school time.

All staff that have close, unsupervised access to children have full DBS clearance.

These procedures should be followed when the need to change a child arises –

- Only employed members of Aycliffe Drive Primary School staff should change a child
- **There will always be two members of staff present where a child goes out of the class to be changed e.g. disabled toilet.**
- Where a child is changed within the classroom, two adults will be in proximity.
- The change will take place in an appropriate area in order to protect the child's modesty
- All equipment will be gathered together before the child is changed
- The member of staff will explain to the child what they are going to do before they do it so that the child is not startled. If the child refuses to allow a member of staff to change them an agreement should be made with the parents/carers for them to be called in to change the child. **Another member of staff to distract them where possible.**
- Staff will wear disposable gloves while dealing with the incident
- Cleansing wipes will be used and disposed of in a sealed plastic bag. If nappies are worn these will also be placed in a sealed plastic bag
- Nappies should normally be provided by the child's parents
- Soiled garments will be double wrapped. Soiled garments to be placed in a sealed plastic bag and sent home when the child is collected by a parent/carer
- The changing area will be cleaned after use
- Staff will cleanse their hands thoroughly after changing the child
- The child will wash their hands after the changing process
- If the child becomes distressed during the changing process the adult should talk calmly to the child and seek additional support if they feel that it is necessary(**singing etc.**).
- **No device with a camera or video will be taken into the area where children are being changed**
- **For older children who have an accident, clean clothes and a bag will be provided, staff will supervise from a distance and fill in the intimate care form.**

If a staff member notices marks or injuries on a child during the changing process these should be reported to the Designated Senior Person Mrs R M H Green or in her absence a Deputy DSP.

Intimate Care Form

Pupil Name.....

Class.....

Date/Time	Soiled/wet		Other	Request from parents	Name of Staff member
	S	W			
	S	W			
	S	W			
	S	W			

