



## Brinsworth Whitehill Primary

### Intimate Care Policy and Procedures

All staff who support children with intimate care are required to obtain an Enhanced Disclosure & Barring Service check. No one is allowed to be on their own with children until this is received. They are also to hold an appropriate childcare qualification and have at least two references.

A child will be changed by a known member of staff and will be sensitive to the child's needs, i.e. talk about what they are doing, be gentle etc.

The child is encouraged to join in with the care, if they are able, by wiping their own intimate areas etc,

The changing area is situated for privacy but within the unit. The door is always left open and other members of staff are informed of changing. Protective gloves are worn at all times to prevent cross infection.

Intimate care is recorded on the intimate care log. This includes, name of child, date, time, nature of the care eg, nappy change or change after an accident and staff member. This log is countersigned. This information is then shared with the parent/carer at the end of the session.

If any practitioner has a concern with nappy changing or an allegation has been made this will be dealt with appropriately. (see Safeguarding Children Policy).

#### Nappy Changing Procedure

1. Ensure changing unit and area is clean.
2. Have nappy and wipes to hand.
3. Put on disposable gloves.
4. Settle child in area.
5. Clean and change child as appropriate to their individual needs.
6. Dispose of nappy in individual bag and then put into the bin in the changing area.
7. Clean area with anti-bacterial spray and wash hands thoroughly.

### Wet Clothes Changing Procedure

1. Ensure changing area is clean.
2. Have wipes and clean clothes to hand.
3. Put on disposable gloves.
4. Settle child in area.
5. Encourage child where possible to remove own clothes, wipe and dry self and redress. If necessary clean and change as appropriate to their individual needs.
6. Place wet clothes in bag for home.
7. Clean area with anti-bacterial spray and wash hands thoroughly.

**Children should not be left on the changing unit unattended at any time.**

### The Protection of children

Education Child Protection Procedures and Inter-Agency Child Protection procedures will be accessible to staff and adhered to.

Where appropriate, all children will be taught personal safety skills carefully matched to their level of development and understanding.

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 the appropriate manager/ designated person for child protection. A clear record of the concern will be completed following the school's safeguarding procedure and reported to the DSL.

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. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

If a child makes an allegation against a member of staff, all necessary procedures will be followed (see Safeguarding policy).

Reviewed: Spring 2017