

# Manor Way Primary Academy



## Manor Way Primary Academy

### Intimate Care Policy

(Changing Policy)

September 2024

<b>Responsible Committee:</b>	Manor Way Primary Academy LAB
<b>Revised by Local Advisory Board:</b>	
<b>Next review date:</b>	September 2025

## **Manor Way Primary Academy**

### **Statement**

Manor Way Primary Academy is committed to placing the Convention on the Rights of the Child at the heart of its ethos and values.

We aim to teach children about their rights and help them understand how rights can differ throughout the world.

At Manor Way we are committed to ensuring that all our staff and children are safe and recognise the child's right to be safe and secure, having access to a safe environment as cited in Article 24 of the UNCRC. Therefore we ensure;

- All attempts are made to prevent a child being hurt either physically or emotionally (Article 19)

### **Aim**

All children are welcomed and included within our setting. We understand that when a child starts at our Early Years setting they are at different stages in their development and that some children may still be in nappies or trainer pants. We aim to work with parents towards independent toileting unless there are any medical or developmental reasons why this is inappropriate. We aim to ensure that every nappy will be changed in a caring and hygienic environment in a way agreed with the parents/carers. We are also aware that young children have accidents and this needs to be dealt with in a caring and sensitive manner so as to not cause the child any emotional stress.

Manor Way Primary Academy agrees to:

- Change the child as and when necessary during the session, having discussed the procedure and arrangements with the parents/carers previously to ensure we are familiar with the individual child's needs.
- Report if the child is distressed or if any marks, rashes are seen following safeguarding procedures
- Nappies - Report how many times the child is changed to monitor any progress made.
- Work with the parents on an independent toileting regime when and if the time is right.
- Ensure that only staff (who have all been DBS checked) change the child's nappy.
- Ensure two members of staff are present when nappies are being changed
- To ensure that a child who may have had an accident is dealt with sensitively and in a reassuring and caring manner.
- Ensure children are clean and dry and have appropriate clothes to change in to
- Report any accidents to parents/carers at the end of the session/school day

We ask that parents/carers:

- Change their child before coming to our setting.
- Provide us with nappies, baby wipes, any creams needed and spare clothes

that will only be used for their child if they do not agree to using the ones provided by the setting. Agree to inform us of any marks, rashes the child may have.

- Agree that their child would be changed on a 'minimum change policy' in that the child would only be changed as and when needed.
- Understand and agree the procedures for changing their child at our setting and review the arrangements as necessary, having informed the child's key person or any member of staff, of any wishes and methods for their child's nappy change.

## **Method**

### **Nappies:**

- Gather all resources needed including disposable gloves, disposable apron, nappy sack, changing mat, the child's wipes, nappy, any creams needed, spare clothes.
- Clear the nappy changing area, clean and place the changing surface down to ensure the child cannot fall or hurt themselves, the child should not be left alone on the mat.
- Have a step available so that children can help themselves onto and off the bed/mat
- Ensure privacy using the preschool toilet and that dignity is given to the child when changing nappies, ensuring adult changing the nappy can still be seen and heard by other members of staff.
- Adult to wash hands before changing nappies and place disposable gloves and aprons on. (See current risk assessment for use of PPE)
- Ask the child to lay on the surface, ensuring they are safe and happy. • Take off soiled or wet nappies and place in the nappy sack.
- Clean the child with the wipes, apply and creams as necessary, and dispose of the wipes in the nappy sack.
- Put on the clean nappy and ensure clothing is clean.
- Dispose of the gloves and apron in the nappy sack.
- Clean the changing mat before putting away.
- Wash hands and encourage children to wash hands with liquid soap and water, dry with paper towels, and dispose of paper towels in bin.
- Ensure nappy bags are disposed of in the correct way.
- Nappy changes will be recorded by staff

### **Accidents**

- Gather all resources needed including disposable gloves, disposable apron, child's wipes and spare clothes.
- Two members of staff to be present when changing for an accident.
  - Staff to wash hands (dispose of PPE in line with current risk assessment)
- Ask the child to undress and change their clothes necessary in a cubical or private area ensuring staff stay close to be on hand for help
- Ensure the child is clean and dry
- Ask child to wash hands with soap and water and dry
- Double bag dirty clothes in a tied bag and leave in care room until the end of the day (depending on severity of accident)

- Staff to wash hands effectively
- Accidents will be recorded by staff with the name of child, time of accident and the date, a copy will be given to parents

We adhere to the safeguarding and equal opportunity policies and practices set out by school.

### **Assisting a child to change his / her clothes**

This is more common in our Foundation Stage. On occasions an individual child may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that they have a colleague in attendance when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

### **Changing a child who has soiled him/herself**

If a child soils him/herself in school a professional judgment has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing. In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniforms for this purpose. (A supply of clean underwear and spare uniforms are available outside the Medical Room, or in preschool toilets.)
- If a child is not able to complete this task unaided, school staff will attempt to contact the emergency contact to inform them of the situation.
- If the emergency contact is able to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- If the emergency contact cannot attend, the school will seek verbal permission for staff to change the child. If none of the contacts can be reached the Headteacher is to be consulted and the decision taken on the basis of loco parentis and our duty of care to meet the needs of the child.

### **Child Protection/Safeguarding Guidelines**

- Ensure that the action you are taking is necessary. Get verbal agreement to proceed – CARE – CONCERN – COMMUNICATE.

### **Pastoral Care Procedures**

- Ensure the child is happy with who is changing him / her.
- Be responsive to any distress shown.

### **Basic hygiene routines**

- Always wear protective disposable gloves.
- Seal any soiled clothing in a plastic bag for return to parents.