Newton International Academy, Barwa

Intimate Care Procedures (EYFS & Primary)

An International Community of Learners, Striving for Excellence and Celebrating Success

Approved by: Senoir Management Team
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NEWTON INTERNATIONAL ACADEMY | BARWA

Vision
An international community of learners striving for excellence and celebrating success.

Mission
We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence at their level, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Newton Group Values

Aim
This policy provides a clear framework for supporting children who require assistance with intimate care while protecting their dignity, privacy, and safety at all times.

Rationale
Newton International Academy Barwa is committed to safeguarding every child's right to health, safety, and respect. Some children may need support with personal care due to age, medical needs, or developmental delay. This policy ensures all staff follow consistent procedures in line with child protection guidance and uphold every student's dignity and independence.

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all of these children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child is unwell and has vomited on or wet or soiled themselves
- When a child has become dirty or wet from involvement in particular play activities e.g. painting, water play
- When a child requires support and assistance changing for physical activities.

Safeguarding and Staff Conduct

All staff involved in intimate care must have up-to-date safeguarding training and follow the school's Safeguarding and Child Protection Policy. Intimate care should never be undertaken in isolation. Wherever possible, two adults should be present, or staff should remain within the line of sight of others. Staff must log all intimate care activities using the designated school form and report any concerns immediately to the Designated Safeguarding Lead (DSL).

Child Protection

The process of changing a child or providing other appropriate physical contact should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process. We ensure that all staff working in our school have had DBS checks and are highly vigilant for any signs or symptoms of improper practice, as we are for all activities carried out on our site. All staff involved in providing intimate care will also receive appropriate training on safeguarding, intimate care procedures, and maintaining student dignity.

All Foundation Stage staff are responsible for changing a child. In EYFS it is usually the teaching assistant that does this but the Teacher may also be called upon to do so in their absence.

- Staff will inform each other before changing a child.
- All incidents of intimate care will be recorded, including date, time, staff present, reason for care, and any observations, and stored confidentially.
- Where a second adult cannot be present, the door to the changing area must remain open or visibility maintained to safeguard both child and staff.
- The door to the toilet area will be open at all times.
- Staff will wear disposable gloves when handling bodily fluids.
- Children will be encouraged to wipe themselves with wet wipes and/or toilet paper.

- The child will be encouraged to undress and dress themselves.
- Where help is needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- Children's consent and comfort will be sought throughout the process, and the care will be stopped if a child becomes distressed.
- If time allows, soiled clothing will be washed and/or dried, or if not, double wrapped in plastic bags and given to the parent/carer at the end of the session.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the outside bin.
- If appropriate, the shower may be used with the child's consent.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and a hot air dryer.
- The changing area will be cleaned afterwards using disinfectant.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone if the child is unwell to come and collect their child. If it is an accident and not illness the parents will still be informed as soon as is practical to do so by the nurse and the class teacher will follow up with a Dojo or planner message so the parents are aware of the issue and so they clear the bag of the soiled items.

All EYFS children are required to keep a spare set of clothes, under ware & socks in their bag for any need of change of clothes. If there are none, the school will provide spare ones which the parents have to wash and return to school within the week.

Guidelines and Procedures Key Stage 1

An available teaching assistant will accompany the child to the counsellor's office. The counsellor will phone the parents. If the parent gives permission for the teaching assistant changing their child the TA will do so in the female staff toilets so the child has some privacy. The counsellor will stay to be another person to support the TA. If the counsellor cannot get hold of the parents the TA will change the child with the counsellor present to safeguard them from any allegations of improper conduct and the counsellor will continue to endeavour to contact the parents. If they cannot get hold of the parents a note will be written home by the class teacher informing them the child was changed by the TA with the counsellor present. If the counsellor is absent any of the SMT can be there to support the TA.

If the child does not have a change of clothes they will be loaned a set from the clinic.

- Staff will wear disposable gloves when handling bodily fluids. Gloves will be in the counsellor's office.
- The child will be encouraged to undress and dress themselves.
- The child will be encouraged to wipe themselves if appropriate.
- Any adult intervention will be fully explained and its purpose made clear to the child.
- Where a second adult cannot be present, the door to the changing area must remain open or visibility maintained to safeguard both child and staff.
- The privacy and dignity of the child must be maintained. Staff should be mindful to match the gender of the child and staff member where possible.
- If appropriate, the hose may be used with the child’s consent.
- Soiled clothing will be double wrapped in plastic bags and given to the parent/carer at the end of the school day.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the outside bin.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and disposable paper towels.
- All incidents of intimate care will be recorded, including date, time, staff present, reason for care, and any observations, and stored confidentially.
- The changing area will be cleaned afterwards using disinfectant.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone and notified.
- All staff (including lunch time staff) are responsible for changing a child. As part of their training, students may do so under the direct supervision of a member of staff.
- Staff will inform each other before changing a child.
- The door to the toilet area will be open at all times.
- Staff will wear disposable gloves and aprons when handling bodily fluids.
- Children will be encouraged to wipe themselves with wet wipes and/or toilet paper.
- The child will be encouraged to undress and dress themselves.
- Where help is needed, staff will first ask the child’s permission before removing any clothes e.g. “Can I help you pull down your trousers?”

- If time allows, soiled clothing will be washed and/or dried, or if not, double wrapped in plastic bags and given to the parent/carer at the end of the session.
- Other soiled materials e.g. gloves, newspaper, will be double wrapped in plastic bags and disposed of in the outside bin.
- If appropriate, the hose may be used with the child's consent.
- Both the child and adult will wash and dry their hands afterwards using liquid soap and a hot air dryer.
- The changing area will be cleaned by the cleaning staff afterwards using disinfectant.
- The privacy and dignity of the child will be respected and maintained at all times.
- Parents/carers will be informed immediately by telephone if the child is unwell to come and collect their child. If it is an accident and not illness the parents will still be informed as soon as is practical to do so by the nurse and the class teacher will follow up with a Dojo or planner message so the parents are aware of the issue and so they clear the bag of the soiled items.

Guidelines and Procedures for Key Stage Two

- All of the above applies, but the child will be encouraged to undertake each stage of cleaning themselves and dressing, independently.
- Parents will be contacted to notify them of the situation as soon as possible.
- Remember; the privacy and dignity of the child will be respected and maintained at all times.
- Where a staff member needs to assist, the child's consent must be obtained at every step, and staff should use same-gender support where possible.

Parental Consent and Communication

Parents will be called first if their child may require support. Any regular or ongoing intimate care must be discussed and agreed upon in advance between the school, parents, and inclusion team.

Inclusion, Consent and Student Voice

Children with Additional Educational Support Needs (AESN) may have individual care plans that detail their personal support requirements. Staff must use age-appropriate language to reassure children and always explain what they are doing before starting any task. Where possible, the child's preferences, comfort, and autonomy should be respected and encouraged. Children are never forced to accept intimate care.