



Intimate Care Policy

Archbishop Runcie First School is a Church of England Voluntary Aided school which caters for children between the ages of three and nine years, drawing its pupils from a broad spectrum of society. In harmony with the Christian ethos of the school we offer all pupils the opportunity to experiences the richness and diversity of God's creation through the curriculum we offer. In this way they are encouraged to explore values and beliefs and to identify with, empathise with and show respect for all they come into contact with regardless of gender, race, ability, disability, culture, age or background.

We are committed to promoting inclusion in our school and work actively to remove barriers to inclusion. From time to time it is necessary for care of an intimate or personal nature to be given to children. This may include changing nappies or soiled clothing. Such occasions should be a positive experience for the child with eye contact and conversation taking place.

The following principles apply to all occasions on which intimate care is necessary:

- Children will be changed in a discreet area with all the necessary equipment to hand i.e. Changing mat, protective gloves, disposable apron, moist wipes, clean nappies, disposal bags, change of clothes etc.;
- If children do not have a change of clothes/no spares available, they should be changed into their PE kit;
- Children will only be changed by a member of classroom staff as soon as necessary. Volunteers or students are not permitted to carry out this duty;
- Cultural and religious needs will be taken into account at all times. Parents should inform staff of any particular needs.
- Staff will inform at least one other member of staff when intimate care is necessary and if possible two members of staff should be present.
- Children will be changed in privacy and treated with respect;
- Staff will reassure children who need to be changed and help them to remain relaxed, comfortable and safe;
- Children will never be left unattended in the changing area;
- Only creams supplied by the child's carer / parent , and where an agreement has been signed, will be applied by staff;
- Staff will wear a fresh pair of disposable gloves and apron when changing children;
- Changing surfaces will be disinfected after each change and health & safety regarded at all times;
- All changes of nappies or clothing will be recorded, as per attached, and parents/carers will be informed.
- Parents should be informed if a child is distressed and the child should remain in a private space until parents can attend, if deemed appropriate (and particularly for older children)

Date	Notes	By
Sept 2005	New policy	NP & JRo
Jan 2009	Updated	LS, BA, KM
Jan 2010	Reviewed	MS, BA & JRo
March 2012	Updated	KM
February 2016	Updated	BA
June 2017	Updated	KM
July 2019	Reviewed	TLA Cttee
November 2019	Reviewed	KM/KW
November 2020	Reviewed	KM/KF

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