

Woodfield Primary School



(85) Intimate Care Policy

Reviewed February 2017

Next Review Due February 2018

This policy is intended to ensure consistency across the school, safeguard pupils and protect staff. All the staff in school undergo a Disclosure and Barring Service Check (DBS). Any staff awaiting this are not to be left alone unsupervised with pupils until this is received. Staff also hold appropriate qualifications, references and skills. Students and volunteers will not provide intimate care for pupils

Agreed Procedures:

- On occasions when a pupil may need to be changed it will be done by a known member of staff who will be sensitive to their needs i.e. talk about what they are doing, be gentle and consider their feelings.
- All pupils will be encouraged to use the self-care skills that are appropriate for their age e.g. removing clothing, wiping themselves etc.
- When necessary pupils will be taken to the disabled toilet adjacent to the Foundation Stage Unit where there is a changing unit, wipes etc. however pupils may be changed discreetly in any of the toilet areas. Wipes, bags and spare clothes are stored in the disabled toilet and the Foundation Stage Unit.
- Staff must always wear gloves when changing pupils and dispose of them appropriately afterwards.
- If the changing unit is used, then it must be cleaned down with antibacterial wipes afterwards.
- Any member of staff changing a pupil should ensure that another colleague is in attendance.
- It is the responsibility of the class teacher to ensure that parents/carers are informed and it is their decision as to whether it is necessary to telephone the parent or speak to them at the end of the session.
- The intimate care record sheet that is kept in the disabled toilet and the Foundation Stage Unit must be completed. The sheet gives information about the name of the pupil, date, time, who changed the pupil and the reason for changing them.

If any member of staff has a concern with regards to safeguarding whilst changing a pupil, they should inform the designated teacher (Miss N Fallon) and follow the Safeguarding Policy.

Pupils must not be left on the changing units unattended at any time. Staff must also be aware of their own personal safety whilst changing pupils and not put themselves in a vulnerable position.

February 2017 - Reviewed annually

