

**Early Years Foundation Stage
Intimate Care Policy
Policy update: September 2021**



POLICY STATEMENT

This policy is intended to ensure consistency across the school, safeguard pupils and protect staff; All the staff in school hold an Enhanced Criminal Record Bureau disclosure and checks for disqualification under the children act 2006 are in place. Any staff awaiting their disclosure 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 allotted changing cubicle in Nursery, however pupils may be changed discreetly in any of the toilet areas. Wipes, bags and spare clothes are stored in the EYFS unit adult toilet/ changing cubicle.
- Pupils must not be left on the changing units unattended at any time.
- Staff must always wear gloves when changing pupils and dispose of them appropriately afterwards.
- If the changing unit has been used, then it must be cleaned down with antibacterial spray afterwards.
- Any member of staff changing a pupil should ensure that another colleague is informed.
- It is the responsibility of the class teacher to ensure that parents/carers are informed either by telephone or at the end of the school day.
- The intimate care record sheet that is kept in the Nursery changing room 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 Safeguarding Officer Mrs Cliff or Mrs Hollinger and follow the Safeguarding Policy.
- Staff must also be aware of their own personal safety whilst changing pupils and not put themselves in a vulnerable position.

INTIMATE CARE POLICY – RECORD SHEET

Please complete each time a child needs to be changed Pupil Name, Date, Time, Person who changed the child, reason for changing child.

Pupil Name	Date	Time	Person who changed the child	Reason for