



Early Years

Foundation Stage

Intimate Care Policy

Reviewed by: A. Parker

Date: 14/11/19

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. 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:

- Members of staff will ensure that when a child may need to be changed they must be sensitive to the needs of the child and consider how the child may be feeling.
- Members of staff will ensure that they explain to the child what they are doing whilst changing them and why to ensure the child feels safe.
- Staff will ensure that whilst changing a child they are wearing an apron and gloves and after changing the child that they have washed their hands with antibacterial soap or used antibacterial gel.
- Depending on the age or stage of the child an adult may need to use the changing unit to change a child. However, the majority of accidents will be dealt with within the toilet areas.
- Staff must be aware that aprons, gloves and nappy bags are stored in the EYFS cupboard and that wipes are stored in the first aid cupboard.
- It is the responsibility of the Class Teacher to inform parents and this can be done via dojos, over the phone or face to face at home time.
- The intimate care record sheet is kept in the locked cupboard in EYFS. Members of staff must record the date and time of the accident as well as why the child has been changed. The member of staff must also sign this sheet to show who has changed the child.
- Staff members must ensure that whilst changing a child they should inform the Class Teacher and that safeguarding procedures are followed.
- Members of staff must ensure that they are aware of their own personal safety whilst changing pupils and must not put themselves in a vulnerable position.

