




Intimate or Personal Care of a Child Policy

Approval

Approved by Principal: Carol R Singh	
Date of approval:	15th October 2015
Date of review:	14th October 2018
Review Cycle:	Every 3 Years

Notes on Document Control

This document is the property of The Godolphin Junior Academy and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within The Godolphin Junior Academy Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed every 3 years by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Guidelines for support staff carrying out intimate / personal care of a child in attendance at the school.

1. All adults assisting with toileting or changing a child should be employees of the school. Where possible the adult should be familiar with the child and ideally working with the child in the classroom.
2. Whilst we should aim to ensure that privacy and dignity are maintained, wherever possible two adults should be present when changing or toileting procedures are being carried out.
3. The support staff should notify the class teacher when they are taking the child to the toilet or to a private area to change.
4. It is important to maintain the child's self-image and social standing with his/her peer group through sensitive handling and discretion. Staff should consider suitable responses to questions that children or other adults may ask.
5. Support staff involved in these procedures should have completed Child Protection training.
6. Toilet training procedures should take place in a place which provides enough privacy for the child. The area should provide full hygiene facilities and be sufficiently spacious to enable the maximum possible personal space for the child and staff. (In Godolphin Infant School the most suitable facility for this purpose is the Disabled Toilet in the GCAS wing.)
7. If a child is admitted to the school who is not able to use toilet facilities independently, or who has a medical reason that means staff will need to change him/her regularly the parents/carers must sign a consent form to give their permission for this to happen.
8. The school will provide appropriate hygiene apparatus for this to happen, eg tissues, wipes, air fresheners, plastic aprons and vinyl gloves.

Parents/Carers responsibilities

1. To provide the school with cream, wipes and spare clothes as appropriate (for some children this may be nappies or 'pull-ups') – all clearly labelled with the child's name.
2. To sign a form giving their consent for staff to change their child's nappy or to assist with toileting their child.

Staff responsibilities

1. Hand washing facilities; liquid soap, nailbrush, running water anti-bacterial gel and disposable paper towels will be available.
2. Disposable vinyl gloves and plastic aprons must be worn.
3. Gloves and aprons should be disposed of after every use.

Body Fluids

1. If body fluids come into contact with surfaces in the changing area disposable paper towels should be used to absorb the spillage. Staff should then carefully clean and disinfect the area using a disposable cloth.
2. Any disposable items should then be placed in an appropriate sized yellow clinical plastic bag, tied securely and placed in the bin provided.
3. Soiled clothes should be removed as soon as possible and placed in a plastic bag, which is then tied securely and sent home for washing.
4. Staff must always wash and dry their hands after changing or toileting a child.

Advice

This policy was written following guidance from Slough Borough Council

Equal Opportunities

This policy applies to all children who require assistance with toileting or changing regardless of their sex, colour, race, ability or disability, religion or nationality.

Appendix A Record of Personal Care

Appendix B Parental Consent Form

Appendix C Child Protection Guidelines

APPENDIX A

CHILD'S NAME.....

RECORD OF PERSONAL CARE INTERVENTION

Date	Time	Procedure	Staff Signature 1	Staff Signature 2

APPENDIX B

PARENTAL CONSENT FORM

CHILD'S NAME.....

I / We give consent for my / our child to be assisted with toileting procedures and / or changing by staff at The Godolphin Junior Academy

I / We understand that two members of staff will be present when my / our child is assisted and that we will be informed of any assistance.

I / We will provide cream (if needed), wipes and spare clothes, in a labelled bag.

The school will provide a clean changing area, yellow clinical waste bags and bin for disposal, gloves, aprons and hand washing facilities.

The school will ensure that my / our child is treated with respect and dignity when being assisted.

Signed:

Parent(s) / Carer(s)

Date: