

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the School including the Early Years Foundation Stage.

Hampstead Hill School: Intimate Care and Assistance Policy



To be read in conjunction with The Nappy Changing Policy and Staff Code of Conduct Policy

Aim:

At Hampstead Hill School we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Parents, children and all stakeholders are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm welcoming ethos of this school.

It is the responsibility of all staff to maintain the highest standards of hygiene and support young children in developing good personal hygiene habits.

- **Only members of staff who have who DBS clearance may provide a child with personal care or escort children to the lavatory.**
- Where possible children are encouraged to be as independent as possible when using the lavatory, i.e. children are encouraged to undress and dress independently, wash hands with soap and water after using the facilities.
- We value our partnership with parents and will work with them as part of the 2 Year Progress check with regards to their child's readiness to be toilet trained.
- Assistance may be required with wiping and cleaning of a very young child or a child with additional needs. In these instances staff should offer the child support if necessary ensuring that the child's personal space is respected at all times.
- Where practical a second member of staff can be in the vicinity of the changing area. Staff should notify colleagues of what they have done and why. A written log is kept of nappies changed and children changed as a result of wetting or soiling (team communication book)
- Staff who are assisting children with personal care/ changing clothes should

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wear disposable gloves and a disposable apron.

- Children who need intimate care must have their privacy respected.
- The Hampstead Hill House School is committed to providing staff with the appropriate training in lifting and handling children and equipment. All staff are given manual handling training as part of their induction and are aware that lifting and handling is part of their daily duties.
- Parents are notified, as part of their welcome to the school, to provide spare clothes each day in case of accidental wetting or soiling.
- When incidents occur which involves children wetting or soiling the flooring or equipment, additional members of staff are available to clean and disinfect the area. Parents should be informed of how their child was cared for.
- There are designated toilet areas where children can be cared for. These are private and easy to clean.
- If a child requires specific assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. We monitor and review the plan on a regular basis.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005). See also the Nappy Changing Policy.