



A School Partnership In Rural England

**Motto : ' We Aspire to Inspire'**

**Our Values** – using the initials of the names of the schools.

**K** – Kindness

**U** – Understanding

**P** – Patience

**H** – Honesty

**L** – Love

**B** – Boldness

## **Nappy Changing, Intimate Care and Toileting Policy**

### **Document History**

Original KULB document reviewed and approved by EHT for ASPIRE wide use Jun 2020. Noted by ASPIRE Federation GB 7 July 2020

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Bi-Annual Review – next review June 2026

*The term 'school' refers to the schools in the ASPIRE Federation: Kingswood Primary, Ulcombe CE Primary, Platts Heath Primary and Leeds and Broomfield CE Primary. The term may refer to them jointly or individually.*

At our two Church of England schools this policy will be delivered through strong links made to our Christian values:

### **Leeds & Broomfield Church of England Primary School**

At Leeds & Broomfield we build strong foundations for all; to learn, flourish and fill their hearts with God's love. Everyone is important, valued and needed to make L&B grow. We give a quality all round nurturing education which develops the whole child; If the rain came we would not fall.

*"As many hands build a house, so many hearts make a school."*  
(Matthew Ch 7 24-27)

**RESPECT      RESILIENCE      EMPATHY      CURIOSITY      HONESTY**

Our school Christian Values support the development of the children and all within the school and local community, giving the children and staff a positive outward looking view. The pupils and staff support and help each other and the local community enabling all to flourish.

We have explored the story of Matthew (Ch 7 24-27) showing curiosity, and the children felt empathy for the builder of the house on the sand, but said they must be resilient to try again. Jesus was honest with his followers and people followed and trusted him. The story continues showing how Jesus respected all and everyone who wanted to listen and learn could – no one was turned away. This high level of inclusion and respect is what makes Leeds and Broomfield a great school community to be part of 'many hearts make a school'.

### **Ulcombe Church of England Primary School**

Ulcombe Church of England School is a nurturing, inclusive learning space, where our uniqueness inspires trust and welcomes diversity. Our children all flourish (for however long they are with us), in an environment where learning through making choices (good or bad) is not only embraced but discussed and, when needed, forgiven. This allows our learners to become positive role models in *their* wider communities. The whole school community works together in unity to ensure that our practice fully reflects the passage of Corinthians 12:12-14. The children and adults feel included and appreciated as one body with diverse cultures learning, working and flourishing together to accept everyone and nurture their aspirations for the future.

*"One body, many members, learning together surrounded by God's inclusive love."*  
(Corinthians 12:12-14)

**TRUST      RESPECT      HOPE      ENDURANCE**

## INTRODUCTION

At ASPIRE Primary Schools, we understand that children are at different development stages and unless there are any medical or developmental reasons why this would not be appropriate, we work in partnerships with parents to support children towards independent toilet training.

Across ASPIRE, we aim to be inclusive to all children and to give consideration to the individual needs of each child. We see toilet training as a self-care skill that all children should have the opportunity to learn through the full support of adults.

The policy will be used when supporting children requiring nappy changing and other related personal care tasks. It has been written to ensure that best practice is always carried out and that procedures followed, comply with the legal requirements of the Early Years Foundation Stage Statutory Framework and meets the needs of all year groups in school.

### Aims

- To ensure that children in our care are comfortable and happy at all times.
- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change children.
- To assure parents/carers that staff are knowledgeable about personal care and that their child's individual needs are taken into account.
- To protect children from discrimination and ensure the inclusion of all. Where nappy changing, intimate care and toileting support is required it should form part of a child's health care plan.

### Basic Principles

ASPIRE staff will follow key principles when changing a child's nappy:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have the right to privacy/dignity
- In order to promote and develop greater independence, children need to be supported in their understanding of toileting procedures.

To ensure children are comfortable and happy, nappies will be checked at regular intervals and promptly changed when required (i.e. when wet or soiled).

### Vulnerability to abuse

Across ASPIRE we ensure that all staff are familiar with our Safeguarding Policy as well as our procedures to help develop each child's resilience and protect them from any form of abuse.

It is important that children are changed in a reassuring and caring way by staff. It is important that we signal our intention to change a child's nappy before doing so, ensuring that the child understands and anticipates what is going to happen, as appropriate to their level of development. This helps give children the important message that not just anyone can pick them up, take them off and undress them.

Staff should always change children in the Disabled Facility or suitable changing environment. While allowing for privacy, these areas are not locked. This is part of making sure that there is a culture of openness which safeguards children and ensures all adults follow safe working practices.

## Working with Parents/Carers

- We will work with parents/carers when developing a child's nappy changing routine. - Where parents/carers are present, they will be asked to change their child's nappy. - If a child has any disability or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers. - Parents will be asked when their child first starts at school whether or not they have any particular needs or any special words or actions, used during their nappy changing procedure. If a child is unduly distressed about having their nappy changed, parents/carers will be contacted to discuss the matter and a plan will be put into place.

## Protection for Staff

Nappy changing procedures will be carried out by a member of staff who has been DBS checked. Protection for that person will be undertaken in the following ways;

- Staff will be trained in good working practices which comply with Health and Safety regulations. - Staff will discreetly inform other members of staff that they are taking a child to change and a second adult will be required to ensure the safeguarding of adults and child. - Each instance of intimate care will be recorded by the adult completing it. Details will include: What personal tasks were carried out, by whom, the time and date it was completed. Where staff are concerned about a child's actions or comments, whilst carrying out a personal care procedure, this will be recorded and discussed with an ASPIRE designated safeguarding lead (DSL) immediately.

## Changing procedures followed by staff:

1. Prepare the changing mat by cleaning it with antibacterial spray.
2. Ensure the following items are ready before changing a child's nappy; clean nappy, wipes and nappy cream if required. (NB – where cream is used, the child should have their own named cream and written permission obtained from the parent).
3. Approach the child and say or sign that it is time for a nappy change. Sometimes the child will tell you when their nappy needs changing.
4. Put on a pair of disposal gloves and a disposal apron (NB – staff must put on a fresh pair of gloves and fresh apron for every child that has had a nappy changed).
5. Child to go onto the nappy changing mat.
6. Staff should seek the child's permission before offering any physical assistance or changing the nappy. Even within healthcare all staff must seek consent regardless of child's age.
7. Remove the child's clothing to access the nappy. Try to encourage the child to help as much as possible. Where a child can do clothing themselves get the child to do this.
8. The staff member will then remove the child's nappy and physically clean the area of the child, always from front to back using wipes and cream provided by parents/carers. The staff member must ensure the child is clean and comfortable by putting on a clean nappy and if required, a clean set of clothes.

9. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

10. All nappies whether wet or soiled should be placed into nappy bags provided by the parents.

11. The staff member must then place the used gloves and used apron in the bin and wash their hands with liquid antibacterial soap and running water and dry them on a disposable paper towel.

12. Clean the nappy changing mat, surrounding area and underneath the mat with antibacterial spray before leaving to dry.

#### Toilet Trained/Training

- If a child is old enough to meet his own toileting needs, the staff member can support the child according to age and ability, to use a toilet, ensuring that they are comfortable, clean and dry and have washed their hands afterwards. - Staff members will ensure that a designated toilet or training seat is available for children being toilet trained. It will be cleaned with antibacterial cleaner after use. - When supporting a child that needs to be changed, the staff member will follow the points in the Changing Procedures section.

#### Parental Responsibilities

Across ASPIRE we work in partnership with parents/carers and ask them to assist us by ensuring the following:

- Parents/carers understand and agree the procedures that will be followed when their child is changed at school. - Parents/carers must sign a consent form granting permission for their child's nappy to be changed (appendix 1). - Parents/carers must provide nappies, nappy sacks, wipes, plenty of spare clothes and sundries that will be used and applied as necessary. It is the responsibility of parents/carers at the end of each session, when your child's bag comes home, to ensure their child has plenty of nappy changing provisions (nappies, nappy sacks, and nappy rash cream) and several complete changes of clothing, in preparation for their next session. - Parents/carers understand that they will be asked to collect their child from school if their child shows symptoms of illness or indications of ill health.

## Appendix 1

### Nappy Changing and Clothes Changing Agreement

In order to best meet the needs of your children when they are with us we would like to set up an individual agreement between parents/carers and the school with regard to intimate care.

Intimate care is any care which involves washing, touching or carrying out an invasive procedure which children are unable to do for themselves, arising from the child's stage of development.

Intimate care may involve helping with drinking, eating, dressing, toileting or comforting. In most cases at school intimate care will involve procedures to do with personal hygiene.

Staff at ASPIRE, providing intimate care are aware of the need to adhere to good Child Protection practice in order to minimise the risks for both children and themselves. All staff are supported so that they feel confident in their practice.

Name of Child \_\_\_\_\_

- I give permission to ASPIRE schools to provide appropriate intimate care to my child. - I understand that this will be carried out by a member of ASPIRE staff.

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

## Appendix 2

### Record of personal care intervention

Child/young person's name.....