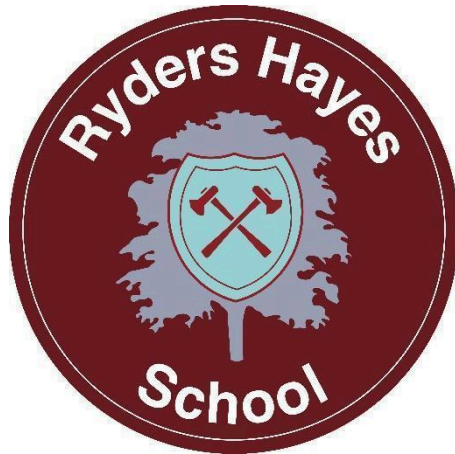


Ryders Hayes School

A Primary Learning Academy



Intimate Care Policy

Ryders Hayes School
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Designation: Inclusion Leader
Date : July 2025

Mission: At Ryders Hayes School, children and staff will strive to:

'Do the right thing to be the best you can be'... 

Vision: *To nurture and facilitate the growth of our pupils and their learning; equipping them with the skills and attributes to embrace the challenges of a rapidly changing world. To enjoy success for today and be prepared for tomorrow, by instilling the values of:*

Character: *qualities of the individual essential for being personally effective in a complex world including: grit, tenacity, perseverance, resilience, independence, reliability and honesty.*

Citizenship: *upholding British Values, thinking like global citizens, considering global issues based on deep understanding of diverse values with genuine interest in engaging with others to solve complex problems that impact human and environmental sustainability*

Collaboration: *the capacity to work interdependently and synergistically in teams with strong interpersonal and team-related skills including effective management of team dynamics, making substantive decisions together, and learning from and contributing to the learning of others.*

Communication: *entailing mastery of three fluencies: digital, writing and speaking tailored for a range of audiences, through early, high-quality back and forth interaction.*

Creativity: *having an 'entrepreneurial eye' for economic and social opportunities, asking the right questions to generate novel ideas and explore possibilities, demonstrating leadership to pursue those ideas into practice.*

Critical Thinking: *critically evaluating information and arguments, reflecting upon them, seeing patterns and connections, constructing meaningful knowledge and applying it in the real world.*

Ryders Hayes is a Gold Rights Respecting School and as such strongly believes in and promotes the United Nations Convention on the Rights of the Child. All our policies exemplify these rights and our practice aims to ensure that the following rights are adhered to.

Article 3: The best interests of the child must be a top priority in all things that affect children.

Article 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Article 13: Every child must be free to say what they think and seek and receive all kinds of information, as long as it is within the law.

Article 14: Every child has the right to think and believe what they want and to practice their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights of parents to give their children information about this right.

Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 28: Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and their environment.

Article 30: Every child has the right to learn and use the language, customs and religion of their family, regardless of whether these are shared by the majority of the people in the country where they live.

Article 36: Governments must protect children from all other forms of bad treatment.

Introduction

At Ryders Hayes School we recognise that all children have different rates of development and differing needs during their time at school. We are committed to ensuring that all pupils can access the whole curriculum and are able to be included in all aspects of school life. This includes providing suitable changes of clothing and attending to their needs where necessary.

Aims

All children have the right to be safe, to be treated with courtesy, dignity and respect, and to be able to access all aspects of the educational curriculum and will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within guidelines that protect themselves and the pupils involved

Pupils' Needs

The staff work hard to build effective relationships with the parents and carers of the children attending Ryders Hayes School. Any particular needs that a child may have will be dealt with sensitively and appropriately, working with parents/carers to ensure that each child can access the curriculum. Any child who has personal care or continence needs will be attended to in a designated area within the school. Parents will only be contacted in extreme cases where soiling is severe and/or linked to illness eg. sickness and diarrhea, or when a child refuses to let a member of staff help change their clothing.

Care Plans

Where a pupil has particular needs beyond that of their age or stage (eg wearing nappies or pull-ups regularly, or has continence difficulties which are more frequent than the odd 'accident'), staff will work with parents/carers (and health visitors/school nurse, if appropriate) to set out a care plan to ensure that the child is able to attend daily.

The written care plan (Appendix A) will include:

- Who will change the child including backup arrangements in case of staff absence or turnover
- Where changing will take place
- What resources and equipment will be used (cleansing agents used or cream to be applied?) and clarification of who is responsible (parent or school) for the provision of the resources and equipment.
- How the product, if used will be disposed of, or how wet or soiled clothes will be kept until they can be returned to the parent/carers
- What infection control measures are in place
- What the staff member will do if the child is unduly distressed by the experience or if the staff member notices marks or injuries
- Training requirements for staff
- Arrangements for school trips and outings
- Care plan review arrangements

Care Plan Agreements

In these circumstances it may be appropriate for the school to set up an agreement that defines the responsibilities that each partner has, and the expectations each has for the other. This will include:

The parent:

- agreeing to ensure that the child is changed at the latest possible time before being brought to the setting/school
- providing the setting/school with spare nappies or pull-ups and a change of clothing
- understanding and agreeing to the procedures that will be followed when their child is changed at school –including the use of any cleanser or wipes
- agreeing to inform the setting/school should the child have any marks/rash
- agreeing to a 'minimum change' policy i.e. the setting/school would not undertake to change the child more frequently than if s/he were at home.
- Agreeing to review arrangements should this be necessary

The school:

- agreeing to change the child during a single session should the child soil themselves or become uncomfortably wet
- agreeing how often the child would be changed should the child be staying for the full day
- agreeing to monitor the number of times the child is changed in order to identify progress made
- agreeing to report should the child be distressed, or if marks/rashes are seen
- agreeing to review arrangements should this be necessary.

This kind of agreement should help to avoid misunderstandings that might otherwise arise, and help parents feel confident that the setting/school is taking a holistic view of the child's needs. Should a child with complex continence needs be admitted, the school will consider the possibility of special circumstances and/or provision being made. In such circumstances, an appropriate healthcare professional (School Nurse or Family Health Visitor) will be closely involved in forward planning.

Personal Care Procedures

The staff at Ryders Hayes School will follow agreed procedures (see Appendix B) when attending to the care or continence needs of any pupil within the setting, whether this be a child with a care plan agreement or a child who has had an occasional 'accident'.

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures to protect both the child and the member of staff.

Child Protection

The normal process of changing continence or wet/soiled clothes should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the changing process to ensure that abuse does not take place. Few settings/schools will have the staffing resources to provide two members of staff for changing and DBS checks are carried out to ensure the safety of children with staff employed in our school. If

there is a known risk of false allegation by a child then a single practitioner will not undertake changing. A student on placement will not change a child unsupervised.

Wherever possible, the same member of staff will be allowed to change named children. This reduces the risk to the child and promotes their dignity. The care plan will outline backup or contingency measures in the event that the named member of staff is not available

Monitoring and Review

- The Inclusion Leader will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.
- It is the Inclusion Leader's responsibility to ensure that all practitioners follow the school policy.
- Any concerns that staff have about child protection issues will be reported to the Designated Safeguarding Lead (DSL) and subsequently the Executive Head Teacher for further referral if appropriate.
- This policy runs alongside other school policies, particularly Safeguarding Children, SEND, and Health and Safety.
- This policy will be reviewed by the Inclusion Lead annually and approved by the Head Teacher.

Nappy changing within the EYFS (Pre-school and Nursery children)

In the event of it being necessary to change a child's nappy, the following procedures will be followed.

In order to care for the children's physical needs we ask that parents/carers at Induction and Home visits to:

- Make sure that wherever possible children arrive at school wearing a clean nappy or pull ups
- Provide nappies, wipes, spare clothing and bags (named) for soiled nappies so that if it is necessary to change the child their individual needs can be met.
- Discuss any issues arising from the policy with the child's key person/ class teacher.

We will ensure that:

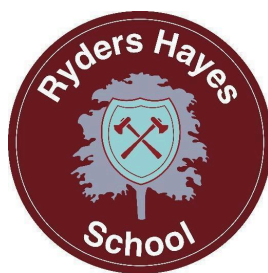
- Only staff with an enhanced DBS check will be able to change or toilet children. There will always be two adults present for changing.
- A record of all children in nappies will be kept in a confidential place to ensure that up to date information on their toileting requirements is available.
- A record of all nappy changes will be kept for 6 weeks.
- Children's nappies or pants will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations. Changing stations are at appropriate heights to prevent adults from bending or kneeling.
- Although this area is private, it is within the Preschool and Nursery classrooms, where the member of staff can still be easily heard by other staff members.
- A child will never be left alone during changing.
- Staff will wear clean disposable gloves for each child. Changing areas and mats are cleaned and wiped down using school supplied Antibacterial spray after a child has been changed.
- Appropriate hand washing facilities will be available for the adult and the child and hands will be washed using bacterial soap and dried thoroughly with a hand dryer or towel after

completing the procedure. Teachers inform senior leaders, when changing mats are damaged and need replacing.

- Dirty nappies/pants will be placed into a nappy sack and then placed into the nappy bin. This bag will be removed every day and disposed of in the school bins.
- The child's privacy will be respected at all times during nappy changing.
- If the parent/career has any queries or concerns about this procedure they should talk to their child's key person or any other member of staff.

Key Persons and Teachers share Walsall School Nursing and BBC Tiny Happy People Toileting tips for families at Induction, via online Platform SEESAW and Home visits

APPENDIX A – Ryders Hayes School



**Ryders Hayes School
Intimate Care Plan**

Name of child:	
Name of person(s) to change the child:	
Name of person(s) to change the child if the main adult is unavailable:	
Where changing will take place:	
What resources and equipment will be used:	
Who will provide the resources and equipment that will be used:	
Training requirements for staff:	
Disposal of product in:	
Infection control measures:	
Special arrangements for trips/ outings:	
When will the plan be reviewed:	
Review comments:	

APPENDIX B

Personal Care Procedures

The staff at Ryders Hayes School will follow the agreed procedures:

- Change the child's clothing as appropriate, as soon as possible
- Use appropriate cleaning products and adhere to health and safety procedures (see Appendix C)
- Report any marks or rashes to parents and Head Teacher if appropriate
- Inform parent/carer that a continence issue has arisen during the session
- Contact a parent/carer only where soiling is severe and/or linked to illness eg. sickness and diarrhea, or when a child refuses to let a member of staff help change their clothing.
- Place a 'Do not enter' sign (visually illustrated) on the toilet door to ensure that privacy and dignity are maintained during the time taken to change the child.

APPENDIX C

Health and Safety Procedures

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Soiled continence products used to be double wrapped, or placed in a hygienic disposal unit (identified bin in the disabled toilet) if the number produced each week exceeds that allowed by the Health and Safety Executive's limit.
- Changing area to be cleaned after use
- Hot water and liquid soap are available to wash hands as soon as the task is completed
- Paper towels are available for drying hands.