



## CHAMPS Intimate Care and Nappy Changing Policy

### **CHAMPS is a part of Henry Chadwick Community School**

The purpose of this policy is to ensure that all children, regardless of toileting and intimate care needs are included at CHAMPS at Henry Chadwick Community School. Lack of toilet training should not be a barrier for children attending CHAMPS. Every child has a right to access the before and after school provision (CHAMPS) and the school has a responsibility to carry out the duty of care necessary to ensure the child can attend this setting. The aims of the policy are:

- To ensure that children within our care are comfortable and happy at all times
- To provide good practice guidelines and procedures in order to safeguard children's rights and well-being.
- To support children's independence
- To assure parents and carers that staff are knowledgeable about the care of their children and that their views are being taken into account.
- To reassure staff that that they are protected when supporting children's personal care.
- To outline a system that works effectively for the child, ensuring a consistent approach is undertaken and that approaches to intimate care are not markedly different between individuals.
- To protect children from discrimination and ensure the inclusion of all

Intimate care can be defined as any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled) to intimate personal areas for hygiene reasons.

#### **1. Children and their parents should have confidence in the staff**

All staff involved in Intimate Care routines will have an Enhanced DBS check and will receive appropriate training to carry out this aspect of their work. They will all have at least a level 3 child care or TA qualification. Parents will receive a copy of CHAMPS Intimate Care and Nappy policy and will be offered an opportunity to discuss their child's needs with an appropriate member of staff. Members of staff who don't hold a level 3 qualification, must get another member of classroom staff to change the child if needed.

Staff will work with parents when developing a care plan. Consent forms are signed by the parent and stored in the child's file. Only in emergency would staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents would then be contacted immediately.

## **2. Safeguarding for Children and Adults**

As a school we ensure that all staff have attended annual Level 1 Safeguarding training, 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 way by a member of staff that they are familiar with. It is important that we explain our intention to change or clean a child so that they understand and can anticipate what is going to happen. Staff should always change children in the toilet area which, whilst allowing for privacy, is not closed off. This is part of making sure that there is a culture of openness which safeguards children and ensures that all adults follow safe working practices.

## **3. Carers should be aware of the abilities of the child**

The child should be enabled and encouraged, as far as is reasonably possible, to contribute to his/her own intimate care. A personal care plan is completed for children needing support with toileting.

## **4. Ensure children who are not yet toilet trained can be included in the setting**

Practitioners should be prepared to change nappies and support toilet training programmes, such as toilet diaries, in partnership with parents. It is acceptable for children to be changed when standing up if possible, or by using a changing mat.

## **5. Health and Safety Issues - Protection for staff**

Staff will be trained in good working practices which comply with Health and Safety regulations. They will discreetly inform other staff that they are taking a child to be changed. Each instance of intimate care changing will be recorded by the adult who completed it. Details should include;

- What personal care tasks were carried out
- By who
- The time and date it was completed

If a situation occurs that causes a member of staff concern, a second member of staff will be called and the incident will be reported to the SLT at the earliest convenience.

Barrier materials will always be used e.g. disposable gloves and an apron and appropriate Lifting and Handling Procedures will be followed when necessary. Equipment must include a dedicated bin, wet wipes (liaising with parents about possible allergies), hot and cold running water taps, antibacterial spray/Milton/liquid soap and water for cleaning surfaces, non-latex gloves and disposable aprons (disposed of after each change). If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

## **RESOURCES**

School will seek parental views on practices at home. Preferred materials will be used and parents will be encouraged to resource their child's needs whenever possible. Spare clothing will be available at school and wet/soiled items will be safely stored and returned home in a carrier bag as appropriate.

**Ayesha Patel**

**September 2025**

ADOPTED BY GOVERNORS ON:

Signed.....

Date:....

DATE FOR REVIEW September 2024