

BRIGHTON GIRLS POLICY (PREP)

INTIMATE CARE

Document Control

Document Owner & Contact Person :
Laura Comerford
Prep Head

Valid as of:
September 2021

School:
Brighton Girls

Version:
05

Last Review:
September 2021

TABLE OF CONTENTS

1.	PURPOSE & APPLICABILITY	2
2.	LIST OF ABBREVIATIONS & MEANINGS	2
3.	GENERAL	2
3.1	POLICY STATEMENT	2
3.2	PROCEDURES	2
3.3	CLOTHES	3
3.4	NAPPIES	3
3.5	CHANGING CHILDREN	3
3.6	HYGIENE	3
3.7	DATE, TIME, CHILD'S NAME, STAFF CHANGING AND STAFF INFORMED	3
4.	APPENDIX	4
5.	DOCUMENT HISTORY	4

1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to intimate care. This document is only applicable to Brighton Girls

This document is only applicable to the Brighton & Hove Prep school.

2. LIST OF ABBREVIATIONS & MEANINGS

GDST Girls' Day School Trust

May / Should Advisory
Shall / Must Mandatory

3. GENERAL

3.1 Policy Statement

We generally ask that children are toilet trained by the time they start our Nursery but we make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults. Children must be treated with respect when intimate care is given.

We also aim to give the child a basic understanding of hygiene and to maintain high standards of health and hygiene whilst protecting ourselves from infection. We work in close partnership with parents to provide information and continuity of care.

3.2 Procedures

When toilet training children we approach the whole subject in a calm and non-blaming way. Little attention is given to wetting or soiling and positive reinforcement given when the child manages to use the toilet or stay dry. Simple explanations are given to the child about why it is so good to stay clean and dry. All children have access to the toilets when they have the need to.

3.3 Clothes

When the children join our Reception, parents are asked to bring in a change of clothes that can be left in the Reception classroom. These are kept in a bag on the child's peg. We also keep a selection of clothes in marked bags in the bathroom for children to borrow. These are second-hand uniform and have mostly been donated by parents.

3.4 Nappies

We expect a parent to provide nappies, 'pull-up' pants and wet wipes if a child is not yet toilet trained.

3.5 Changing Children

All female staff (i.e. teachers, TA's and those teachers on First Aid duty) has a responsibility for changing children who have had a toilet 'accident'.

If a child is still in nappies, the child is taken to the Reception toilets by a member of the Reception staff so the child feels comfortable and secure. The changing area is warm and there are safe areas to lay young children if they need to have their bottoms cleaned. There is a changing mat and this should be sprayed with disinfectant after each use. When changing the child, the atmosphere must be relaxed, the adult must be gentle and avoid pulling faces and making negative comments about the nappy contents. Staff must wear plastic gloves when changing children. Nappies should be disposed of hygienically in the Sangeenic Nappy Disposable Tub.

If a child is wet in class, the member of staff dealing with it will inform the other member of staff and take the child to the Reception toilets. The child will be encouraged to use the toilet and then to change into dry clothes as independently as possible. Wet clothes will be placed in a plastic bag on the child's peg.

3.6 Hygiene

Children are always encouraged to use the toilet and if they have had an 'accident' they are encouraged to change themselves, if possible. Wet clothes are placed in a plastic bag and hung on their peg ready to take home. Children will wash their hands when they are finished. Wet wipes will be used to clean a child if they have soiled themselves. Adults must wear gloves when cleaning a child. Soiling on clothes should be flushed down the toilet and any soiled clothes should be tied in a plastic bag for the parent to clean at home.

All staff must wash their hands before leaving the changing area.

3.7 Date, Time, Child's name, Staff changing and Staff informed

This is a useful recording system to monitor children's toilet training, provide information to parents on specific incidents and to keep track of spare clothing. A Changing Book will be kept in the classroom for this purpose.

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHP Intimate Care Policy	01	Sept 2016	Full review	Alison Cardownie Clare	Expired
BHP Intimate Care Policy	02	Jan 2017	Full review	Alison Cardownie Clare	Expired
BHP Intimate Care Policy	03	April 2018	Full review & new policy template	Charlie Parker	Expired
Brighton Girls Intimate Care Policy	04	September 2019	Full Review	Jenny Blacker	Live

END OF DOCUMENT