



## **St. Martin's School**

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"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

All journeys start from the beginning. As part of a school we understand that a nurturing environment which is caring and safe means adults sometimes have to take action to benefit children, particularly very young children.

We have written this policy as it particularly fits the ethos of our school. We are aware that children who attend St Martin's School live in different boroughs. However, for clarity we focus on the London Borough of Barnet.

This Policy will be disseminated to all staff for their contribution, understanding and agreement to adhere to it. It is on our website, in every classroom and a copy is in our main office for anyone to read and discuss.

## **INTIMATE CARE POLICY**

### **Statement of Intent**

We expect all children at St Martin's School to manage their own toileting needs. However, we are aware that younger children will inevitably have the occasional 'accident'. We understand that children arrive at Nursery at different stages in their development.

### **Procedures**

We are dedicated to safeguard the children in our care. Staff are committed to 'popping in' to the toilets, and any other area where other staff are working with the children on their own to safeguard both the staff and the children. Another member of staff will always be within eyesight. No mobile phones or cameras will be used in any intimate care setting.

St. Martin's School will ensure that:

- Only a person with relevant police checks will change children's soiled clothing and as far as possible this will be the staff member well known to the child
- Staff will wear a new pair of disposable gloves and plastic aprons (where necessary) for each child
- 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 paper towel after completing the procedure
- Soiled underwear / clothing will be double bagged and returned to parents/carers as appropriate
- The child's privacy and dignity will be respected and safeguarded at all times during changing of clothes
- Additional spare clothes must be provided by parents for storage in Nursery should 'an accident' be suspected. We also carry some spares should they be needed. We requested that they are returned clean and ready for use the following day.

### **Toilet hygiene**

- Toilets are checked regularly and disinfected and cleaned as necessary. A cleaner cleans the toilets daily
- Toilet flush handles, taps, door knobs and waste bins are cleaned and disinfected regularly
- We encourage older children to tell staff if the toilets are dirty but staff check them on a regular basis.

### **Changing Children at St. Martin's School**

Children who need to be changed may change in either of the toilets with help from their teacher or teaching assistant. Staff need to be aware of children's need for privacy whilst being sensible about the amount of help they may need depending on the child's age and ability. Spare clothes are stored in Nursery along with wet wipes. Soiled clothes to be sent home in a plastic bag.

For normal changing (when children haven't soiled themselves), e.g. for sport's activities, the children get changed in their classroom. No mobile phones or cameras will be used in any intimate care setting. Older children may change in a single gender environment, upon request.

### **Changing Children for Swimming**

Staff need to be aware of children's need for privacy whilst being sensible about the amount of help they may need depending on the child's age and ability. No mobile phones or cameras will be used in any intimate care setting.

**Mrs Joanna Wilson**

**Proprietor**

**Reviewed: 11<sup>th</sup> April 2019**

**Next Review date: 11<sup>th</sup> April 2021**