

Richmond Avenue Primary & Nursery School Intimate Care Policy Appendix



Richmond Primary School

<i>Review date</i>	Autumn 2023 (October)
<i>Reviewed by</i>	K Money Penny
<i>Next review date</i>	As per policy review cycle

4. Role of staff

4.1 Which staff will be responsible

Name	Role	Key Stage
Mrs Hobson	EYFS Lead	EYFS
Miss Killelay	EYFS Teacher	EYFS
Mrs Shepherd	LSA	EYFS
Mrs Barrett	LSA	EYFS
Miss Dowsett	Nursery Deputy manager	EYFS
Mrs Carr	Nursery Key Worker	EYFS
Miss Wall	Nursery Key Worker	EYFS
Mrs Laird	Nursery Key Worker	EYFS
Mrs Higgins	LSA	KS1
Mrs Rutt	LSA	KS1
Miss Waites	SOAWA	Office
Mrs Mattingly	SOAWA	Office

5. Intimate care procedures

5.1 How procedures will happen

A range of staff are available to support Intimate care within the school. Having multiple staff allows 2 staff members to present, on the majority of occasions for intimate care. On some occasions, one staff member may stand near, or outside, the door of the changing area to allow for pupil privacy.

If a staff member is ever on their own and a child needs intimate care, they will call upon another adult nearby (e.g. SLT / office staff) to supervise / be present when care takes place. Both staff members sign the intimate care log to confirm level of care / support given.

All staff undertaking any intimate care support have enhanced DBS checks.

School provided equipment includes:

- Dedicated changing areas
- Disposable gloves
- Sink washing facilities

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- Nappy bags
- Spare clothes / underwear for emergencies
- Spare wipes for emergencies

Parents will provide:

- Nappies
- Wipes
- Changes of clothes