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*"Children are our future: let us all join hands and walk there with them"*

**Low Hill Nursery School**

# **Intimate Care Policy**

## **2018-19**

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## Statement of intent

**Low Hill Nursery School** understands the importance of its responsibility to safeguard and promote the welfare of children.

Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

**Low Hill Nursery School** has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The school is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to statutory legislation.

## 2. What is intimate care?

2.1. For the purpose of this policy, “**intimate care**” is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

## 3. Roles and responsibilities

3.1. The **headteacher** is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.

3.2. The Headteacher is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.

3.3. The **headteacher** is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.

3.4. The headteacher is responsible for handling any complaints about the provision of intimate care in line with the school’s **Complaints Procedure Policy**.

3.5. All members of staff who provide intimate care are responsible for undergoing **annual** training for provision of intimate care.

3.6. All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

3.7. Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child’s intimate care.

3.8. Parents/carers are responsible for providing their consent to the school’s provision of their child’s intimate care.

3.9. Parents/carers are responsible for adhering to their duties and contributions to their child’s intimate care plan, as outlined in this policy.

## 4. Procedures for intimate care

- 4.1. Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents/carers daily. Staff will respond to those children who are toilet trained but have toileting accidents on an individual basis. Parents will be informed of any toileting accidents at the end of every session.
- 4.2. Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.
- 4.3. If the designated member of staff for a child's intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.
- 4.4. Each child using nappies will have a clearly labelled box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- 4.5. Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.
- 4.6. The changing areas are warm and comfortable for the children, and are private from others.
- 4.7. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.
- 4.8. The changing area has a **paper towels** available for members of staff to dry their hands.
- 4.9. Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents/carers at the end of the school day.
- 4.10. Any used nappies will be placed in a tied plastic bag and disposed of in the yellow nappy bins
- 4.11. Any bodily fluids that transfer onto the changing area will be cleaned appropriately
- 4.12. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the **Administering Medication Policy**, and full parental consent will be gained prior to this.
- 4.13. Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- 4.14. Members of staff will work alongside parents to ensure children begin toilet training as soon as is appropriate, encouraging them to be as independent as possible.

4.15. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

## **5. Parental engagement**

5.1. The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Number of staff needed to carry out the care
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

5.2. The information concerning the child's intimate care plan will be stored confidentially in **the school office** and only the parents/carers and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

5.3. The parents/carers of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.

5.4. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent.

5.5. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent, and will then be recorded in the written intimate care plan.

5.6. Parents/carers will be asked to supply the following items for their child's care.

- **Spare nappies**
- **Wipes, creams, nappy sacks, etc.**
- **Spare clothing**
- **Spare underwear**
- **Training seat for the toilet**

## 6. Safeguarding procedures

- 6.1. The school adopts rigorous safeguarding procedures in accordance with the **Child Protection and Safeguarding Policy**, and will apply these requirements to the intimate care procedures.
- 6.2. The school will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.
- 6.3. All members of staff will receive safeguarding training on an **annual** basis and will receive further training and support where necessary.
- 6.4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the **designated safeguarding lead (DSL)**, , in accordance with the school's **Whistleblowing Policy**.
- 6.5. Any concerns about the correct safeguarding of children will be dealt with in accordance with the **Child Protection and Safeguarding Policy** and the **Allegations of Abuse Against Staff Policy**.

## 7. Monitoring and review

- 7.1. This policy will be reviewed **annually** by the **headteacher** and who will make any changes necessary and communicate these to all members of staff.
- 7.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

## Intimate Care Parental Consent Form

This form is to be completed by the Key Person and signed by parents/carers.

<b>Name of child:</b>		<b>Date of birth:</b>	
<b>Name of class teacher:</b>		<b>Class:</b>	

**Care requirements, including frequency:**

  
  
  
  
  

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

<b>Name of staff member:</b>	
<b>Name of staff member (in the above staff member's absence):</b>	

**Where will the intimate care be carried out?**

Nursery toileting area.  
Toddler changing area

**What equipment/resources will be required?**

Changing table, disinfectant, plastic gloves, nappy sacks, wipes, cream.

**What infection control procedures are in place?**

Staff wear plastic gloves and wash hands thoroughly after changing.  
Changing table is disinfected after use.  
Soiled nappies are tied into nappy sacks and disposed of within the nappy bin.  
Nappy bins are emptied every day into external disposal unit.


**What do parents/carers need to provide?**

Nappies, wipes and spare clothes. Cream will be applied with prior consent through the administering medications policy.

**What are the reporting procedures for parents/carers?**

Staff are on hand daily to speak with parents about any concerns.  
Daily information regarding changing and any accidents are shared at the end of each session.

I have read the Early Years Intimate Care Policy provided by **Low Hill Nursery** and I agree to the intimate care plan outlined above:

<b>Signature of parent/carer:</b>		<b>Date:</b>	
<b>Signature – Key Person</b>		<b>Date:</b>	

**Toilet Introduction Procedures**

As children develop bladder control, they will pass through the following three stages:

1. The child becomes aware of having wet and/or soiled pants

2. The child knows that urination/defecation is taking place and is able to alert a member of staff
3. The child realises that they need to urinate/defecate and alerts a member of staff in advance

During these stages, members of staff will assess the child over a period of **two weeks** to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g. facial expressions.

Staff will implement the following strategies to get children used to using the toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Don't force the child to use the toilet if they don't want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them