



## **Intimate Care Policy**

At Duke Street & Highfield Nursery School Federation we understand our responsibility to safeguard and promote the welfare of all children in our care. Along with our Governing body, we are committed to ensuring that all staff who carry out intimate care for our children, do so in a caring and professional manner and acknowledge that they are in a position of great trust. At Duke Street & Highfield Nursery School Federation we recognise that there is a need to treat all children whatever their age, gender, disability, religion or ethnicity, with respect. Children's welfare and dignity is of paramount importance and they will be provided with a high level of privacy and respect at all times, with sensitivity given to their individual needs. Staff will work with parents and carers to share information and ensure continuity of care.

This policy should be read in conjunction with:

- Duke Street & Highfield Nursery School Federation's child protection policy
- Health and safety policy and procedures
- Policy for the administration of medicines
- Moving and handling policy
- Special Educational Needs policy
- Staff code of conduct or guidance on safe working practice

### **Definition**

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the intimate parts of the body'

Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves but some children are unable to do because of their young age, physical difficulties or other special needs. This can include:

- Oral care
- Washing of intimate body parts
- Toileting
- Nappy changing
- Supervision of children in intimate self-care
- Catheter, stoma care
- Applying/renewing dressings/creams to intimate parts of the body

In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure, (e.g. changing of a catheter).

### **Principles of Intimate Care**

The following are the fundamental principles upon which this policy is based:



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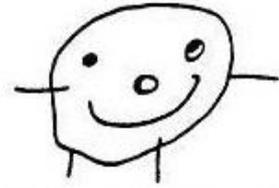
- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have such views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible

### **Best Practice**

- At Duke Street & Highfield Nursery School Federation we operate a keyworker system, whenever possible, intimate care will be carried out by the child's keyworker. If the keyworker is not available, it will be carried out by a member of staff who is very familiar to the child.
- All staff who provide intimate care at Duke Street & Highfield Nursery School Federation are trained to do so including in child protection and health and safety training in moving and handling, and are fully aware of best practice regarding infection control.
- Pupils will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each pupil to be as independent as possible, for some pupils this may mean they complete most of the procedure for themselves for others they may be involved in a very small part.
- Each child's right to privacy will be respected. Consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care.
- Practice in intimate care must be consistent. Effective communication is essential to promote independence, awareness of procedures and control for the child. All staff should be aware of the school's confidentiality policy. Sensitive information will be shared on a need to know basis.
- All staff involved in the delivery of intimate care must be vigilant in their observations about physical changes in a pupil's presentation and report any concerns to the Headteacher or designated person.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss their needs and preferences. Where the child is of an appropriate age and level of understanding permission should be sought before starting an intimate procedure.



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- Reminders on hygiene routines are in place in all care rooms and these must always be adhered to. Staff should always wear protective gloves and aprons during intimate care routines and disinfect changing beds and mats after use. All care rooms in which children receive intimate care should be clean, dry, warm and private.
- Pupils provide their own intimate care hygienic materials including wipes and nappies.
- As in all situations, it is important that staff do not talk about the child or unrelated personal matters over the child, instead engaging in the child in two way dialogue while carrying out intimate care to lessen any anxieties.
- Adults who assist children one-to-one should be employees of the school and be CRB checked at the appropriate level.
- It is not always practical for two members of staff to assist with an intimate procedure and also this does not take account of the child's privacy. It is advisable, however, for a member of staff to inform another adult when they are going to assist a child with intimate care.
- The religious views and cultural values of families should be taken into account, particularly as they might affect certain practices or determine the gender of the carer.
- All staff at Duke Street Nursery School should be aware of the school's confidentiality policy. Sensitive information will be shared only with those who need to know.
- Staff who have carried out intimate care, will fill in an intimate care record form, to ensure accurate records are available to be shared with parents/carers as requested.

### **Nappy Changing and Toilet Training**

Due to the age of our children at Duke Street & Highfield Nursery School Federation, nappy changing and toilet training have been included as separate sub headings within this policy.

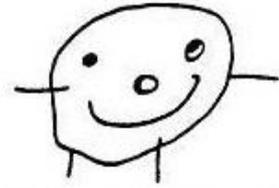
Duke Street & Highfield Nursery School Federation works with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children 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.

### **Nappy Changing**

- In order to promote healthy self-esteem and a sense of identity, nappy changing should be an enjoyable time, and an opportunity for the child and carer to gain a close relationship.



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- As with all Intimate Care practice, wherever possible the child's keyworker will carry out nappy changing.
- Children are treated with respect and practitioners inform them of any physical contact before this happens. Children's individual preferences are taken into consideration, particularly with children who have additional needs, for example if a child prefers to be changed standing up. Close communication with parents/carers will also help staff to gain a better understanding of a child's preference.
- The child's nappies, wipes, paper towels and anything else required should be accessible and at hand prior to changing them.
- Creams e.g. sudocrem will only be administered with written consent from the parent/carer and if the parent/carer provides the cream with their child's name on it (In line with our policy for the administration of medicine)
- Each time a child is changed a new paper towel must be placed on the changing bed/mat, and then disposed of in the bin.
- Under no circumstances must a child be left unattended on the changing bed; Staff should keep one hand on the child when changing and ensure that the bed guard is up, to prevent him/her from wriggling off.
- The child's Key Worker will ensure that nappies are changed in response to each child's needs and as a minimum requirement of every 4 hours. Children are to be brought to nursery in a freshly changed nappy.
- The Key Worker will fill in an intimate care record form at the end of each change, to ensure accurate records are available to be shared with parents/carers if requested.

### **Toilet / Potty Training**

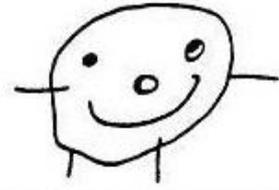
When a child is ready to use the potty and/or the toilet this will be discussed with the child's parents/carers. We will follow the readiness of the child and honour the requests of the parents/carers. We will follow the same guidelines as for nappy changing and wherever possible the child's Key Worker will support them and will:

- Always ask the child's permission
- Remind the child to use the potty and/or toilet
- Go with the child to the bathroom
- Wear a disposable apron and disposable gloves
- After use, empty the potty into the sluice or toilet, clean the potty and wipe with anti-bacterial spray
- Encourage and support the child to wash their hands



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- Wash their hands thoroughly



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## **Health and Safety**

Procedures are in place for dealing with spillages of bodily fluids such as when a child accidentally wets or soils themselves, or is sick while on the premises. The same precautions apply for nappy/pull ups/changing. This should include:

- Staff MUST wear fresh disposable aprons and gloves while changing a child, these must be disposed of at the end of each change
- Soiled nappies/pull ups disposed of appropriately – placed into a nappy sack, tied and placed in the nappy bin only
- Both staff and child to wash hands using hot water and soap as soon as changing is complete
- Both staff and child to dry hands using paper towels
- Changing area/ toilet to be left clean and tidy including the changing bed/mat to be wiped down with antibacterial wipes and then dried with a paper towel at the end of each change.

## **Safeguarding**

All children have the right to be safe and to be treated with dignity and respect. The Governing body and staff at Duke Street & Highfield Nursery School Federation recognise that children of a young age and children with disabilities can be especially vulnerable. Staff involved with children's intimate care need to be sensitive to the child's individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks / treatments can be open to misinterpretation. Adhering to the settings policy and procedure should safeguard children and practitioners.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. unexplained marks, bruises, soreness etc s/he will immediately report concerns to the Headteacher or designated senior person for child protection. A clear written record of the concern will be completed and a referral made to Children's Services Social Care if necessary, in accordance with inter-agency procedures. Parents will be asked for their consent or informed that a referral is necessary prior to it being made unless it is considered that to do so will place the child at risk of harm.

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curriculum

Louise Cheetham

Acting Headteacher