



Newport Infant School And Nursery Intimate Care Policy

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CONTENTS	PAGE NO
Introduction	3
Out Approach to Best Practice	3
Working with Parents	4
The Protection of Children	4
Allegations of Abuse	4
Health and Safety	5
Policies	5
Appendix A	7
Appendix B	8

This school is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff and volunteers to share this commitment'.

Introduction

Intimate care is any care which is associated with invasive procedures relating to bodily functions, bodily products and personal hygiene which demands direct or indirect contact with or exposure of intimate parts of the body, such as cleaning up after a child who has soiled themselves and changing of nappies for our youngest children. In addition, some children may need help with dressing/undressing or using the toilet. As we have children enter our Nursery the term after they are two, some children will still be in nappies and others may be toilet training. As children continue through the school, most children from Reception onwards can carry out these functions themselves but it is recognised that some are unable to due to physical disability, learning difficulties, medical needs or needs arising from the child's stage of development.

This Intimate Care Policy has been developed to safeguard children, support staff and ensure good practice is followed. At Newport Infant School and Nursery all staff are checked with the Disclosure and Barring Service (DBS) and we are committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We believe that the intimate care of children cannot be separated from other aspects of their learning and development and we believe that every child has the right to feel safe and secure. We do not discriminate against children who have not reached a stage where they can manage their own personal hygiene and as such welcome all children to participate in our school and provide appropriate support for each child on an individual basis. We recognise the need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment, or pain. This policy applies to children at Newport Infant and Nursery school, and any children who attend our wraparound High Five Club.

We aim to:

Safeguard the rights and promote the welfare of all children and young people including those who may be more vulnerable to abuse.

Provide guidance and reassurance to staff whose duties may include intimate care. Assure parents and carers that staff are knowledgeable about personal care and that their individual needs and concerns are taken into consideration.

Remove barriers to learning and participation, protect from discrimination and ensure inclusion for all children and young people within our setting.

In Nursery, we aim to support parents and families with their toilet training schedule.

Our approach to Best Practice

Any child who requires intimate care is treated with respect at all times; we recognise that the child's welfare and dignity is of paramount importance. We will work with parents and children to establish a preferred procedure for supporting the child in our care with their personal and intimate needs.

Where these procedures may require specialist training, we will seek out training for the staff who will be involved in a child's care, ensuring that the child's keyworkers and at least one other member of staff accesses the training.

Where possible one of the child's key workers is responsible for undertaking their care. When this is not possible, a staff member who is known to the child will take on that responsibility. Where age/developmentally appropriate, the staff member who is involved will always ask the child for permission to assist them. If a child is unable to give permission due to development or age, the staff member will ensure that the child understands through pictures cues or words that they need their nappy changing and ensure their body language and actions demonstrate an acceptance of the adult's assistance. Where appropriate, a child will be supported to achieve the highest level of autonomy that is possible given their age and abilities and staff will encourage them to do as much for him/herself as he/she can. Children will be cared for with dignity and respect for their privacy. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted. Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. Two adults will be present when there is a need to change a nappy.

Working with Parents

We believe that our partnership with parents is an essential principle in our setting and is particularly necessary in relation to children needing intimate care. We recognise that the information required to carry out intimate care is available from parents and prior permission must be obtained from parents before intimate care procedures are undertaken on a regular basis. For Nursery, this permission will be gained via the registration documents, for children with regular intimate care needs in school, this will be gained via a permission form (Appendix A). This does not include occasional accidents/sickness/first aid. We acknowledge that cultural and diversity influences may affect what is deemed 'intimate' and ensure we pay regard to social, ethnic and cultural perspectives through open dialogue with parents.

We encourage all parents to toilet train their children when it is developmentally right to do so for the individual child, and always within the year their child approaches their entry into Reception (where the child attends our Nursery) or before starting school.

Parents should be encouraged and empowered to work with staff to ensure that their child's needs are identified, understood and met. This may include Health Care plans and any other plans which identify the support of intimate care where appropriate. Exchanging information with parents is essential through personal contact, telephone or correspondence.

We appreciate that sometimes children have toileting 'accidents' which are out of character for them. In the event of this, the child would be fully encouraged and supported to achieve the highest level of autonomy that is possible given their age and ability. Where appropriate, staff

will encourage the child to do as much for his/herself as possible and parents will be informed the same day. On the rare occasion that a child is soiled to a point where staff are unable to clean to a comfortable state, parents would be contacted immediately so that the child could be taken home for bathing.

If a child in Nursery shows any sign that they are not happy for a staff member to change their nappy (either by body language e.g shouting, crying, pushing or by words) parents will be contacted to avoid any distress or discomfort to the child.

The Protection of Children

Child Protection procedures will be adhered to.

If a member of staff has a concern about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

If a child makes an allegation against a member of staff, all necessary procedures will be followed. (See Child Protection Policy and Procedures)

Allegations of Abuse

Personnel working in intimate situations with children can feel particularly vulnerable. This school policy can help to reassure both staff involved and the parents of vulnerable children. Action will be taken immediately should there be a discrepancy of reports between a child and the personal assistant. Where there is an allegation of abuse, the guidelines in the Child Protection procedures will be followed. If staff are concerned about a child's demeanour during or following intimate care, or has responded to or said something that has caused concern during the intimate care, they will report such incidents immediately to one of the Designated Safeguarding Leads who will follow the correct safeguarding procedures.

Health and Safety

Staff should always wear gloves when dealing with a child who is bleeding or soiled or when changing a soiled nappy. (The school will provide gloves, a bin and liners to dispose of any waste)

Any soiled waste should be placed in a polythene waste disposal bag which can be sealed.

Nursery nappies will be disposed of in the nappy bin, and the bin emptied after each changing session both morning and afternoon. Please see Appendix B for further information.

Policies

These guidelines should be read in conjunction with policies:

- Health and Safety Policy

- Child Protection Policy
- Safeguarding Policy
- Administering Medicine Policy
- Confidentiality Policy
- Complaints Policy

The governing body reviews this policy every three years. The governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Appendix A

Parental Agreement

I give permission for my child to receive intimate care at school in line with the Intimate Care Policy.

I am happy with the agreement that I have made with the relevant staff members and the SENDCO and understand the level of care that my child will be receiving.

I understand that the school aims to provide the necessary care to enable my child to access school inclusively and participate fully in school life but that they will always promote independence where possible and will encourage my child appropriately to develop their ability to manage their personal care.

Signed..... parent/carer

Date.....

SENDCO-.....

Appendix B

The Changing of Children in Nursery and Reception

In Nursery, children will be changed in the toilets located in Acorn class. The children should be changed on the purpose designed changing unit. When needed, Reception children in nappies/pull-ups should also be changed in Acorn room. If Reception children have an accident, the procedures set out in the main section of the intimate care policy apply.

Before changing each child:

- The mat and unit should be hygienically cleaned before and after each nappy change
- Staff must ensure they have washed their hands
- Ensure all nappies and waste are disposed of appropriately.
- Ensure no creams/chemicals are left within the child's reach.
- Staff must communicate to the child that they need their nappy changing. This may need to be done visually depending on the ages and stage and needs of the child.
- Staff must ensure the child is happy for the staff member to change their nappy. If the child demonstrates any reluctance through body language or verbally, parents must be contacted.
- Staff should ensure the child is comfortable and the room is calm.
- Depending on the age of the child, the staff will support the undressing of the child, only removing clothing that is needed for a nappy change. When the child can and is developmentally appropriate, they should be encouraged to undress clothing themselves (e.g. shoes, trousers)

Whilst changing the child:

- Staff must wear gloves (aprons may be worn if needed)
- Staff must talk calmly to the child to ensure they are not distressed and feel comfortable.
- Staff must ensure they use the correct nappies for each child.
- Where barrier cream is needed, the parent must provide the barrier cream. Barrier cream can be applied on parents request if they provide the barrier cream and it is labelled and signed for use by the parent. If barrier cream is used, it must be noted on the changing record.
- Staff members must ensure they are always in sight and sound of one other member of staff.
- Where toilet training is taking place, children will be supported and encouraged to sit on the potty/toilet before a new nappy/pull-up is applied.

Recording:

- The date and time of each child's nappy change must be recorded.
- The staff member carrying out the nappy change must initial their signature.
- Staff must indicate whether the nappy was soiled or wet
- Staff must make any other relevant comments e.g. barrier cream or nappy rash, sat on potty/toilet

If staff see any marks or bruises that concern them, they must follow the procedure set out in the Intimate Care Policy and the Child Protection Policy.

Disposing of Nappies and Hygiene requirements

- Nappies/pull-ups must be disposed of correctly. Nappies need to be placed in a single nappy bag, and then placed in the nappy bin which is lined with the correct hazardous waste yellow bin liner.
- The bin **MUST** be emptied after each nappy changing session, both morning and afternoon. The yellow bin liner must be put in the correct bin located in the car park behind Acorn room.
- The bin **MUST** be adequately cleaned with hygienic cleaning spray.
- All gloves and aprons must be disposed of appropriately.
- Mats and units will be wiped down with a hygienic leaner before and after use.
- staff must wash their hands after each nappy and clean change