

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Intimate Care, Nappy Changing, Toileting, Personal Care and Promoting Personal Independence Policy

The Federation recognises and understands that children will enter school with varying levels of personal independence already in place. Some will require very little support for self-care and toileting, while others, particularly the youngest children or those with complex medical or special educational needs, will be reliant on staff to provide this for them. We believe that children who require intimate care have the right to be safeguarded and should always be treated with dignity and respect. Wherever possible, they should be encouraged to take an active part in their self-care to support them in developing independence.

This policy also provides guidance and support for staff to ensure they are safeguarded, as well as information about the schools' intimate care procedures for parents and carers.

What is Intimate Care?

- Intimate care is defined as; 'Care tasks of an intimate nature, associated with bodily functions, bodily products or personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.' [Surrey Early Years' and Childcare Service]

At our schools, this includes;

- Nappy changing and cleaning children who are soiled
- Using the toilet or a potty
- Helping children to dress/undress including underwear [e.g. following a toileting 'accident']

Who Can Deliver Intimate Care?

Intimate care is only delivered by school staff or agency staff who may be covering absence. Agency staff must present a valid DBS on arrival and be accompanied by a Letter of Assurance from their employer. Volunteers are not permitted to deliver intimate care and students deliver intimate care with a colleague initially as part of their induction and training.

Consent

Children should be encouraged to engage in the care procedure and know what is happening and give permission at each stage if possible, for example "I am going to change your nappy, is that ok?" It may be possible to determine a child's wishes by observations of their reactions to the care they receive. Some children may be reluctant to be changed and may even refuse however to ensure we protect their health a soiled nappy or clothing needs to be changed. It is important that staff talk to children about the procedure and why it needs to take place. If they are engrossed in an activity then give them a warning "We are going to change your nappy in 2 minutes"

Communication

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 the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it. Staff should talk to the child throughout the procedure e.g. "I am going to help you undress." "I am using a

wipe to clean your bottom.” Make eye contact with the child, use simple language and repeat if necessary. Care routines can be relaxed, enjoyable and fun. If a child becomes distressed provide reassurance and try to ascertain why they may be upset.

Arrangements for Delivering Intimate Care

- Intimate care is delivered in the designated changing areas located in each school. All changing areas are open-plan and visible.
- All changing areas are risk-assessed and regularly reviewed.
- Staff do not take children into the public toilets
- Key People work in partnership with parents and carers to ensure children’s intimate care needs are met at school.
- Children who are soiled or wet due to toileting are changed as soon as possible.
- Parents and carers are asked to supply nappies, wipes and spare clothing if a child requires intimate care. Each child has a box [labelled with name and photograph] where these are stored.
- Any soiled clothing is bagged up and sent home to parents and carers.
- Changing tables are cleaned thoroughly before and after use, using antibacterial spray.
- Staff wear disposable gloves and aprons when undertaking any intimate care.
- All waste products are disposed of in the yellow nappy bins located in each changing area.
- Staff wash their hands thoroughly with hot water and soap, following the delivery of any intimate care.
- Any bodily fluids are removed, as set out in the Health and Safety Policy.
- Staff record which children have received intimate care and when.
- Staff are trained annually in the manual handling of people and should consider these principles to safeguard themselves when supporting children with intimate care.
- Whenever possible, staff encourage children to be independent and their own intimate care needs.
- The schools are inclusive and will make reasonable adjustments to meet the intimate care needs of children requiring additional equipment [e.g. mobile hoist, etc], accompanied by an individual risk assessment.
- Staff work closely with parents and carers to support toilet-training that they may be undertaking at home. Staff use and share the ERIC website for support.
<https://www.eric.org.uk/parents-and-carers>

Safeguarding Guidance for Staff Delivering Intimate Care

The following procedures are in place to help safeguard staff delivering intimate care’;

- **When a child requires any kind of intimate care, the member of staff undertaking this must notify colleagues that it is taking place.**
 - **Another colleague should be nearly or within earshot of the intimate care that is taking place**
 - Intimate care is recorded on the appropriate form
 - Sometimes, two members of staff may be present to deliver intimate care, e.g. if a child is very distressed or has previously made an allegation of abuse.
 - All staff delivering intimate care must hold a valid DBS check and have undergone safer recruitment procedures.
 - All staff should ensure that their knowledge of safeguarding is up to date and that they know what action to take if they observe any unusual marks, swellings or discolouration around the genitals when changing children, in line with the Federation’s Child Protection Policy.
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- All staff should ensure that they understand the procedure if an allegation against them is made as a result of delivering intimate care.
- All staff should ensure they are familiar with the Federation's Whistleblowing Policy and know how to share any concerns they may have about a colleague's intimate care practice.
- Any member of staff who accidentally hurts a child or misunderstands or misrepresents something whilst delivering intimate care, should reassure the child, ensure their safety and report the incident immediately, in line with the Federation Child Protection Policy.

What is Personal Care?

- Personal care may involve touching another person but is usually 'less intimate and has the function of helping with personal presentation.' [Surrey Early Years' and Childcare Service]
- This can include prompting a child to use the toilet, assisting with feeding, giving a child oral medication, dressing and undressing [clothing], washing non-intimate parts of the body and hair care.

Who can deliver Personal Care?

As above, school and agency staff deliver personal care. However, there may also be incidences when it is appropriate for volunteers and students to do so, for example if a child needs help with hand washing. Where children have individualised needs, e.g feeding for a child with dysphagia, only staff who have been specifically trained and are named on the child's mealtime planner can deliver this. Personal care should always be delivered with dignity and respect, encouraging children to be as independent as possible.

Record Keeping

Staff keep a record of nappy changing, intimate care and personal care. A nappy chart is used for nappy changes and toilet training and a changing/toileting chart is used when changing a child either from a toileting accident or a water play accident. (See appendix)

Links to other policies and documents

Federation Handbook
 Complaints Policy
 Child Protection Policy
 SEN/D Policy
 Health and Safety Policy
 Whistleblowing Policy
 Staff Code of Conduct

The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School

Policy Name

Federation Intimate Care, Toileting and Promoting Personal Independence Policy

Adopted and signed on behalf of The Federation of Kintore Way Nursery School & Children's Centre & The Grove Nursery School by the Governing Body at the meeting on

14th December 2020

Name of Governing Body Representative

Teresa Ali

Signature of Governing Body Representative



Date signed 14th December 2020

Date to be reviewed: As and when changes are made

Nappy Chart

Week Beginning: _____

Names	Monday				Tuesday				Wednesday				Thursday				Friday			
	B = Bowel W = Wet D = Dry				PT = Potty Training NC = Nappy Cream NR = Nappy Rash				SOT = Sat on toilet LB = Loose Stools BC = Body Cream				Please remember to write the time and initial each nappy change							

Comments:

Action: