

Donnington Wood Infant School & Nursery



Intimate Care Policy

Date of Policy Creation	October 2018	Named Responsibility	Headteacher – Mrs C Boddy
Date of review completion	February 2023	Named Responsibility	Teaching & Learning Committee
Inception of new Policy	23rd March 2023	Named Responsibility	Mrs C Boddy
Review due	March 2025		
Date of Policy Adoption by Governing Body		23rd March 2023	

Donnington Wood Infant School and Nursery is committed to safeguarding and promoting the wellbeing of all our children, and expects our staff, governors and volunteers to share this commitment.

This policy has due regard to the relevant legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- The Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

This policy has due regard to the relevant statutory guidance, including, but not limited to, the following:

- DfE (2022) 'Keeping Children Safe in Education'

Introduction

Intimate care is any care which is associated with 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. In addition, some children may need help with dressing/undressing or using the toilet. Most children can carry out these functions themselves but it is recognised that some are unable to do so 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 Donnington Wood 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 nursery, providing 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.

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
- ensure that any child who requires intimate care is cared for with dignity, respect for their privacy and is treated with respect at all times

- work with parents and children to establish a preferred procedure for supporting the child in our care with their personal and intimate needs.
- seek appropriate training for staff where these procedures may require specialist training
- support each child to achieve the highest level of autonomy that is possible given their age and abilities, staff will encourage them to do as much for him/herself as he/she can.
- work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- see toilet training as a self-care skill that children have the opportunity to learn with the non-judgemental and full support of staff

Roles and responsibilities

The headteacher is responsible for:

- Ensuring that intimate care is conducted professionally and sensitively.
- Ensuring that the intimate care of children is carefully planned, including the creation of individual plans following discussions with the parent and the child and with input from the SENCO.
- Communicating with parents in order to establish effective partnerships when providing intimate care to children.
- Handling any complaints about the provision of intimate care in line with the school's Complaints Procedures Policy.

All members of staff who provide intimate care are responsible for:

- Undergoing appropriate training for the provision of intimate care.
- Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents are responsible for:

- Liaising with the school to communicate their wishes in regard to their child's intimate care.
- Providing their consent to the school's provision of their child's intimate care.
- Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

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 - 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.

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. 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.

The Protection of Children

All safeguarding and child protection procedures will be adhered to at all times.

Intimate care will only be carried out by employed members of staff.

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 Designated Safeguarding Lead.

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 Lead who will follow the correct safeguarding procedures.

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.

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. Where an allegation is made against a member of staff, the procedures set out in the Safeguarding and Child Protection Policy will be followed.

Health and Safety

Handwashing and good personal hygiene is encouraged for all staff and children. Children are taught from an early age how and why we wash our hands. This is not limited to toileting but includes before eating, after blowing their nose etc.

Staff should always wear gloves and apron when dealing with a child who is bleeding or soiled or when changing a soiled nappy. (The school will provide gloves, aprons, 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.

When the school or nursery are notified of outbreaks of illness then additional cleaning or hygiene routines may be implemented to minimise the spread of infection.

Intimate Care Procedure

Staff who provide intimate care will conduct intimate care procedures in addition to any designated changing times if it is necessary; no child will be left in wet/soiled clothing.

All children will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. 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.

The changing areas are warm and comfortable for the children and are private from others.

Preparation

- Gather all the necessary items needed before e.g. nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent).
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each change.
- Approach the child and say or sign that it's time for a nappy change. You may need to negotiate or encourage the child to be changed. You should never approach a child from behind to pick them up and take them for a nappy change.
- If a child requires cream or other medicine, such as for a rash in an intimate area, this will be provided by parents and in accordance with the Administration of Medication Policy, and full parental consent will be gained prior to this.

Nursery

- Children will be changed in the changing area in the children's toilets, the door to this area must remain open at all times. The location of the changing table means that privacy is maintained for the child but the adult can be seen.
- Support the child to lie on the changing mat, supporting the child if necessary to climb up the steps (Nursery changing table). If a child exceeds the weight limit for the changing table then a changing mat on the floor must be used and cleaned afterwards.
- One hand should be always on the child while changing a nappy (changing table).
- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.
- Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the Nappy Bin. A contract is in place for regular emptying of nappy bins.
- Put on a clean nappy and apply cream if necessary (see above).

School

- Children with pre-planned changing will have an individual plan agreed with parents and can use the changing table (disabled toilet)
- 2 members of staff will be present as the location of the disabled toilet means that the door must be closed to ensure privacy for the child
- For unexpected accidents most children will stand and be supported to clean themselves

Afterwards

- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
- Dress the child, encouraging them to be as independent as possible
- Help the child to wash their hands using liquid soap, warm water and paper towels.
- Take the child back to the room.
- After every child, return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat with agreed anti-bacterial cleaning solution before leaving to dry.
- If a member of staff is changing a number of children then the gloved hands must be washed in between children or fresh gloves used for each child.
- Take off the gloves and apron and place them in a pedal operated bin. Then wash and dry your hands using liquid soap, warm water and paper towels.
- Complete log with staff initials and time of change
- The changing area must be cleaned with sterilising solution at the end of each week.

- Additional cleaning will be necessary during outbreaks of illness eg stomach bugs

These guidelines should be read in conjunction with the following policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Administration of Medication Policy
- Medical Needs Policy
- Complaints Policy

The policy will be reviewed at least every three years but may be reviewed earlier.

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General Intimate Care Parental Consent Form

This form is to be completed by school / nursery and signed by parents prior to the child attending.

Name of child	Date of birth
Name of class teacher	Class

The Parent / Carer:

- ✓ I have read the Intimate Care Policy
- ✓ I give permission for my child to receive intimate care at school / nursery in line with the Intimate Care Policy
- ✓ I understand and agree the procedures that will be followed if my child is changed at nursery or school
- ✓ I agree to inform the setting should my child have any marks or rashes
- ✓ I understand that if my child has an 'accident' at nursery or school, they will be changed in line with this policy
- ✓ I understand that the school / nursery aims to provide the necessary care to enable my child to access school / nursery inclusively and participate fully
- ✓ I understand that the school / nursery will always promote independence where possible and will encourage my child appropriately to develop their ability to manage their personal care

Signature of parent(s)	
Date	