



Introduction to policy

'Intimate care' can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body.'

Intimate care tasks specifically identified as relevant include:

1. Dressing and undressing (underwear)
2. Helping someone use the toilet
3. Changing nappies/pull ups (faeces and urine)
4. Washing intimate parts of the body

The aims of this Policy are:

1. To safeguard the rights and promote the welfare of children.
2. To assure Parents/Guardians that staff are knowledgeable about personal care and that their individual concerns are taken into account.
3. To remove barriers to learning and participation, protect from discrimination, and ensure inclusion for all children.
4. Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives.
5. Encouraging them to participate in their own intimate or personal care should be a part of their daily life.
6. We treat every child as an individual and that care is given as gently and as sensitively as possible.

Summary of procedures

Children have a right to feel safe and secure, a right to privacy, dignity and a professional approach from staff when meeting their needs.

All staff dealing with intimate/personal care will be employees of Burgh Wood Montessori Nursery School and The Orchard School (hereafter referred to as the 'Schools') and have an enhanced DBS check.

To safeguard both the child and member of staff, when changing a child there will be an open door policy.

Children with disabilities have been shown to be particularly vulnerable to abuse and discrimination. They often have less control over their lives than is normal and are not always able to communicate what is happening to them. To this end, staff members will ensure to be sensitive at all times to the child's needs.

Intimate/personal care must be recorded clearly to include: the child's name, name of person changing (initials are ok), signature, date and action recorded on the Digital Daily Diary (Burgh Wood Montessori Nursery School) and in the changing book (The Orchard School). It is also important that concerns arising from personal care processes are dealt with quickly and understood by Parents/Guardians and all those involved.

If a child is showing no interest in using the toilet, Parents/Guardians will be advised to put their child in a nappy. If parents are toilet training their child, then they may choose to use pull ups. However, in our experience, children learn to use the toilet/potty much quicker if they transition from nappies to pants.

Staff are in a position of great trust and responsibility. They are required to attend to the safety and comfort of the child and to ensure that they are treated with dignity and respect.



Intimate care may involve touching the private parts of the child's body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with agreed procedures. Religious and cultural values must always be taken into account.

It is vital that the Schools meet with Parents/Guardians and the child prior to enrolment, to discuss the care plan with relation to intimate care.

The Schools provide facilities that afford privacy and modesty.

Items of protective clothing, such as disposable latex free gloves and disposable aprons are worn at all times when changing nappies. Clean gloves are used with each child.

Nappies and pull ups are disposed of hygienically; pants that have been wet or soiled are rinsed and bagged for the parents to take home. All items are double bagged.

Supplies of suitable cleaning materials should be available. Anti-bacterial spray/wipes should be used to clean surfaces after each use.

Supplies of clean clothes (the child's own where possible) should be easily to hand to avoid leaving the child unattended while they are located. Note: If young children are left in wet or soiled nappies/pull ups/pants in the setting this may constitute neglect and will be a disciplinary matter. We have a duty of care towards a child's personal needs.

If a staff member has concerns about a colleague's intimate care practice they must report this following the Schools' Whistleblowing Policy. If a staff member observes any unusual markings, discolorations or swelling including around the genital area, this must be reported immediately following the School's policy and procedures. If during the intimate care of a child a staff member accidentally hurts a child, misunderstands or misinterprets something, the staff member is to reassure the child, ensure their safety and report the incident immediately following the School's policy and procedures. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made and kept in the child's personal file.

'The normal process of changing a nappy or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. However, in some instances it may be appropriate for two members of staff to change/support a child, i.e. if a child gets very distressed or has made an allegation previously' (www.surreycc.gov.uk).

Further reading/contacts:

Surrey Safeguarding Children Board www.surreycc.gov.uk/safeguarding

Surrey Safeguarding Children Board manual: <http://sscb.proceduresonline.com/index.html>

National Society for the Prevention of Cruelty to Children: www.nspcc.org.uk