****

Intimate Care Policy

Introduction and aims

Sunflowers pre-school and out of school clubs is aware that some children may require assistance from members of staff for personal care, including toileting, either due to their age and developmental level, or because of a disability or medical need. The main aim of the setting is to ensure that our children are safe, secure, and protected from harm.

The intimate care policy aims to provide a clear framework for staff to ensure the safety and dignity of all children who need support with personal care, including toileting and continence management. It will also clarify for their families the support they can expect from the setting.

Principles

Sunflowers respects our children and encourages them to achieve their potential. This includes encouraging them to be as independent as they are able with their personal care. We will ensure that our children are:

 Treated as individuals

 That their right to safety, dignity and privacy is respected

 Involved with and consulted about their personal care as far as they are able

 Provided with consistency of care as far as possible

Our responsibilities

* We will work with parents/carers to promote toilet training unless there are medical reasons why this is not appropriate.
* Sunflowers will ensure that anyone who undertakes intimate care is an employee of the school and has had appropriate safeguarding checks.
* All nappies/pull ups and wet clothes (from accidents) should be changed in the nursery building bathroom area or if in the Hub, the disabled toilet with door completely open. Staff helping children should make another member of staff aware of what they are always doing and stay visible.
* When changing nappies/pullups, the changing mat should be placed alongside the first two nursery toilet cubicles so that the child being changed is not visible from the main door and obscured from view for people walking past. This position should also be adopted when assisting a child to change their clothes.
* Staff to ensure they wear PPE where appropriate and fully sanitise the area and the child’s and their hands after the intimate care has occurred.
* For specific needs the manager may decide that an individual care plan is created for that child. Relevant healthcare professionals and the parents/carers will be involved in creating this. The care plan will be reviewed at least annually or sooner if the child’s needs change.
* For specific care plans certain staff members who have received training may be named to complete all intimate care associated with this child. This will be on the managers discretion and may differ for each plan.
* Only in an emergency would staff undertake intimate care that has not been agreed with the parents/carers. This act of care would be reported to the manager and to the parents/carers as soon as possible after the event. The reasons for this and the care undertaken would be documented by the staff member who had delivered the care.
* A written record will be kept of all support with intimate care. This will include the date and time of the care, who was present, and any care given that has differed from the care plan, together with the reason for this. Any changes in the learner’s behaviour or appearance will be documented and reported to a senior member of staff, in line with the safeguarding policy.
* Staff will communicate carefully with children, using their usual communication method, to discuss their needs and preferences. Wherever possible the child’s wishes, and preferences will be considered.
* Sunflowers will consider the religious views, beliefs and cultural values of the child and their family as far as possible when undertaking personal care.
* Sunflowers will work with the learner to promote positive self-esteem and body image and independence with self-care as far as is appropriate and practical.
* Sunflowers will ensure that all staff are aware of the need for confidentiality. Personal and sensitive information will only be shared with those who need to know.
* Sunflowers will act according to their safeguarding policy and procedures if there are any concerns for the child’s wellbeing.

Parent/carer responsibilities

* Parents/carers must ensure that they provide all relevant information regarding their child’s toileting needs to Sunflowers during the settling in period. This includes the nature of their child’s needs, details of any healthcare professionals involved including specialist nurses, as well as any changes in their medication or condition.
* Parents/carers must ensure that they work towards their child achieving the maximum possible level of independence at home.
* Parents/carers should work with Sunflowers to develop and agree a care plan if a specific need arises.
* Parents/carers must make sure that Sunflowers always has required equipment available for their child’s intimate care or toileting needs. This may include the correct sized nappies/pull ups, wipes, nappy sacks and a bag of spare clothes.
* Parents/carers must ensure that school always has their emergency contact details.

Related documentation

When reading this policy please be aware of and refer to the following related documents:

* Safeguarding policy
* Child protection policy
* Confidentiality policy
* Health and safety policy
* First aid policy
* Inclusion policy
* SEND policy
* Bladder & Bowel UK and ERIC, The Children’s Bowel & Bladder Charity (2019)

| Policy created by: Louisa Cowler (Manager) | Date: 14/11/2022 Updated- 01/09/2023 |
| --- | --- |
| Review dates (annual): 01/09/2026 | 09/09/24 |