



Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS

## **Intimate Care Policy**

### **Principles of intimate care**

We understand all children develop differently and we undertake to meet children's individual needs as necessary. We aim to be inclusive to all children and to give consideration to the individual needs of the child. Intimate care can be defined as any care which involves washing, touching or carrying out a procedure to intimate personal areas which most people usually carry out themselves, but some pupils are unable to do because of their young age, physical difficulties or other special needs. It also includes supervision of pupils involved in intimate self-care. Examples of intimate care covered by this policy include helping with toileting, changing nappies, and washing children who have soiled themselves. All staff responsible for the intimate care of children will undertake their duties in a sensitive and professional manner; children will be afforded dignity and respect when receiving support with intimate care.

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

### **Provision of intimate care**

Staff will encourage and support children to be as independent as possible to help improve their confidence and self-esteem. Staff will positively encourage children to do as much intimate care for themselves, giving consideration to their age and level of development. When intimate care is required, staff will inform another adult in the setting when the intimate care is due to take place and when it has concluded. Staff will communicate with the child requiring intimate care to be aware of any needs and to maintain respect and dignity for the child. Children communicate using different methods, e.g. words, signs, symbols, body movements, eye pointing. It may be possible to determine a child's wishes by observation of their reactions to the intimate care they receive. Do not assume that a young child cannot make a choice. It is the

responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Unless the care plan requires it, there is no need for more than one member of staff to be involved in a child's personal care.

## **Nappy changing**

The Pre-School will work with parents towards independent toilet training, unless there are any medical or developmental reasons why this would be inappropriate. Nappies will be checked at regular intervals and changed when required. A child's nappy will always be changed promptly when soiled.

- Staff members must wear a disposable apron for nappy changing.
- Staff members must wear a fresh pair of disposable gloves each time they change a nappy.
- Staff members must wash their hands after every nappy change using soap and water or alcohol gel.
- Sensitive skin wet wipes will be used for every nappy change, if authorised by parents and carers.
- A soothing cream will be applied if a child has sore skin or if a parent specifically requests for it to be applied to their child.
- Soiled nappies will be placed into a tie handle bag then placed into the designated nappy bin.
- Staff members must ensure that the changing mat is cleaned after every use with an antibacterial cleaner and dried off with a paper towel.
- Staff members will ensure that potties are available for children being toilet trained and cleaned with antibacterial cleaner after every use.
- Nappy changes will be recorded on the nappy sheets.

## **Safeguarding**

- The school's Safeguarding and Child Protection policies will be followed by staff at all times.
- Staff will ensure that personal safety skills are taught and discussed with children if they are of an age and have a level of understanding to comprehend what is being explained.
- Members of staff undertaking intimate care who suspect a child protection issue must inform the designated senior person for child protection immediately.
- If a child appears distressed or unhappy about any aspect of intimate care the staff member must stop immediately and seek advice from the Manager or Deputy Manager. The child's parents or carer will be contacted as soon as possible to discuss how best to proceed. Advice and support from partner agencies or professionals will be sought if necessary.

- Any allegations made against staff will be dealt with following the provisions set out in the Child Protection policy.

### Children with medical needs

Pre-School will do everything possible to ensure that children with medical needs receive the highest quality intimate care.

- Children with medical conditions may require staff to perform invasive or non-invasive medical procedures, such as assisting a child with a colostomy bag. These procedures must only be carried out after authorisation has been obtained from the child's parents or carer. A Health Care Plan will be completed and a copy will be kept with the child's personal details
- Any members of staff who undertake medical interventions will be appropriately trained and where medical procedures are required there must be two members of staff present.

### Record Keeping

- Staff will complete a written record sheet every time a child has received assistance with an aspect of their care, nappy changing, medication administrations, accidents.
- If intimate care has been provided to a child for whom there is no care plan, parents or carer will be informed immediately. Information will be shared with parents or carer in a sensitive manner and will always be kept confidential.

This policy was adopted by	NAZEING PRE-SCHOOL	<i>(name of provider)</i>
On	<hr/> December 2024	<i>(date)</i>
Date to be reviewed	<hr/> December 2025	<i>(date)</i>
Signed on behalf of the provider	<hr/> Nicky Mainwaring	
Job role	<hr/> Pre-School Manager	