

Personal/Intimate Care Policy

Christ Church C of Early Years Foundation Stage Unit

Legislation that informs this policy

Health and Safety at Work etc. Act 1974

The Children Act 1989

UN Convention on the Rights of the Child 1989

The Disability Discrimination Act 1995

SEND Code of Practice 2014

The Childcare Act 2006

Definition

Intimate care may be defined as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- Nappy changing
- Toilet training
- Toileting
- Soiling/wetting accidents
- Washing/showering
- First aid and medical assistance
- Supervision of a child involved in intimate self-care

Our policy has been developed to safeguard children and staff.

Aims/Objectives

Nappies

Our Early Years provision aims to ensure all children have safe, hygienic and frequent nappy changes whilst attending the setting (if necessary). Some younger children may still be toilet training or have incontinence for a prolonged period of time due to existing medical conditions. Others may not have achieved this within their stage of development.

All nappies and wipes will be provided by the parents and in the case of a child running out of their own, spares will be kept within the provision.

Our aim is to develop independence in each child, including those with delayed personal development, in a safe and secure environment. We treat every child with dignity and

respect and involve the child in the intimate care as appropriate to the child's age, situation and stage of development.

Procedures with children

- We encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, we talk about what is going to be done and give choices where possible.
- Every child is treated with dignity and respect and privacy is ensured appropriate to the child's age and situation. Children are appropriately covered and screened. Religious and cultural values are respected and these are recorded during the induction process in the child's personal records.
- Wherever possible, children are encouraged to carry out aspects of the personal/intimate care for themselves. The staff teach personal care and hygiene routines as part of the EYFS curriculum.
- Children within our setting are encouraged to tell a familiar adult if they are worried, upset or unhappy. If a child appears distressed or uncomfortable care is stopped immediately and the staff will try to ascertain why the child is distressed and provide reassurance. The child will be sensitively encouraged to say if she/he is uncomfortable with any aspect of intimate care. Staff and parents will be made aware to ensure the child's wishes are met if appropriate.
- If a child reacts or responds to personal/intimate care in a way that causes concern, the staff member will inform the unit leader and if necessary the member of staff responsible for child protection, the head teacher.
- Each time a child's clothes are changed due to wetting/soiling/illness or getting wet through water play, this will be recorded on the appropriate incident sheet stating the child's name, time of change, reason for change, clothes changed, and the member of staff supporting the child.
- If a child is accidentally hurt during the intimate care or misunderstands or misinterprets something, we will reassure the child, ensure their safety and report the incident immediately to the unit leader (or head teacher if the unit leader is providing the care). We will report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's file.
- Nappy bins must be kept out of reach of children

Communication with Children

It is the responsibility of all the staff to ensure that they are aware of the child's method and level of communication. Depending on their maturity and distress levels children may

communicate using different methods e.g. words, signs, body movements etc. To ensure effective communication:

- Make eye contact at the child's level
- Use simple language and repeat if necessary
- Wait for a response
- Continue to explain to the child what is happening even if there is no response
- Treat the child as an individual with dignity and respect

Procedures for Staff

- Only staff members who have an enhanced CRB or DBS check will be able to carry out nappy changes and all aspects of intimate care. Staff members must also be familiar with the intimate care policy and other pastoral policies of the school are involved in the intimate care of children.
- A child who is wearing nappies will be changed every 3-4 hours. This will be more frequent if a child has nappy rash or has soiled.
- All staff must wear protective apron, gloves and wash their hands after each nappy change. A clean changing mat free from damage will be wiped clean with antibacterial spray after every change. The soiled items must be disposed of within the appropriate bin.
- Clean nappies will be kept at a considerable distance from the nappy changing area to avoid cross contamination.
- All staff within the unit are familiar with the procedures, a copy of which is available in the office. The unit leader is responsible for ensuring all new members of staff understand and are familiar with the procedures within the policy.
- Intimate care must not be carried out by a member of staff working alone with a child.
- Parents have a responsibility to advise the school of any known intimate care relating to their child and any religious or cultural requirements.
- All staff are qualified to a minimum level 2 childcare qualification and are highly skilled at communication and interaction with children that is appropriate. Professional development is an embedded feature of our practice and all current guidelines regarding intimate care are delivered through staff training.
- Preferred methods of intimate care will be made aware to all staff members involved during the weekly team meetings. A record will be kept in the child's file.
- If a member of staff has concerns about a colleague's intimate care practice, he or she must report this to the designated person (the head teacher) for child protection.

Nappy Creams

Both medicated and non-medicated creams will be signed in by the parent as required and children who suffer from regular flares of nappy rash can keep cream within the setting on a medical administration form. This will be signed by the member of staff administering the cream at the nappy changing time. Medicated creams will follow the medication policy and only be administered by the provision leader. Any medicated creams must be signed out at the end of each day by the parent.

Procedures with Parents

- During the induction process we discuss our procedures with parents and carers and make a record in the child's personal file of the parent/carers instructions and wishes as mentioned earlier. All information is stored and kept confidential.
- Only in an emergency will staff undertake any aspect of intimate care that has not been agreed by parents and school. Parents will then be contacted immediately.
- During the induction process, written consent is obtained from parents to enable staff who are familiar with the intimate care policy to provide intimate care if needed.

Provision of Equipment

- Parents have a role to play when a child is still undergoing potty training by providing the relevant equipment the child may need e.g. potty. The parent must also ensure that the child has a number of changes of clothes to accommodate accidents.
- School provides gloves, plastic aprons, bins and liners to dispose of waste when children have soiling accidents. This is to safeguard the health and safety of the staff. All staff should be aware of the Health and Safety Policy.

Special Needs

Children with Special Needs have the same rights to safety and privacy when receiving intimate care. Additional vulnerabilities that may arise from a physical disability or learning difficulty are considered with regard to individual care plans and teaching for each child.

Regardless of age and ability the views and/or emotional responses of children with special needs are actively sought (with advocacy arrangements made for those who can't). Regular reviews of arrangements are carried out.

Safeguarding and Intimate Handling of Children

- When changing a child, all staff must remove the child's clothing past their knee to ensure that limbs are visible and they should take note of any suspicious or unusual injuries found during nappy changes or accidental soiling or wetting.
- Parents must understand that changing a child will involve intimate handling.

- No volunteers or students will change a child.
- All staff are encouraged to be vigilant for any signs or symptoms of improper practice
- All staff should be made aware of procedures to follow if a complaint is made against a fellow staff member
- See safeguarding policy

Links to other policies

EYFS Policy, Health and Safety, First Aid and Medicine, Safeguarding, Inclusion, Equalities, Risk Assessment, Partnership with Parents, Special Educational Needs.

Review

This policy will be reviewed annually or when circumstances or incidents deem it necessary or appropriate to review earlier. This is the responsibility of the Early Years Leader and will involve the Early Years staff and head teacher.

Reviewed and updated September 2021

Review Date: September 23