



*Rebecca Cheetham Nursery
and Children's Centre*

Intimate Care POLICY

Compiled by: RC SLT using LA guidance

Amended: RC Senior Leadership Team

Date: November 2021

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1. PURPOSE

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered and that parents/carers are aware that their children will be cared for appropriately, as and when required.

Definition

Intimate care is one of the following:

- Supporting a pupil with dressing/undressing and toileting
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care,
- Changing nappies or clothes for a child

2. SCOPE

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentiality and sensitively and that the child's right to privacy and dignity is maintained at all times.

3. RESPONSIBILITIES

It is the responsibility of all staff to meet the needs of every child in our care by ensuring they are clean, cared for appropriately and comfortable. This will mean that non-teaching staff who work with the children are responsible for changing nappies, supporting children throughout their toilet training period and supervising the bathroom area, according to a rota 'float' system. The child's key person will have the overall responsibility to ensure information regarding the progress of each child's toileting and nappy needs are fed back to parents and shared during pupil progress meetings.

4. PROCEDURES

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. Staff should understand that it is entirely appropriate to cuddle children who are distressed and in need of comfort. However, it is not appropriate to kiss children.

- **Each session a member of staff is allocated the role of float-** the float person will remind the children to use the toilet when appropriate and take the relevant children to change their nappies at regular intervals throughout the day. If a child soils their nappy or has an accident then the float person will change it as soon as it is identified.

- **At team meetings staff will discuss the needs of the individuals when necessary.** Together they will decide what stage a child is at with their toileting needs and communicate this with the relevant people.
 - **Children are taught the self-care and hygiene procedures.** When a child begins attending nursery, we begin to teach them the importance of washing their hands. Adults will show children who have used the toilet or just had their nappy changed how to access the soap and wash their hands effectively.
 - **A member of staff will only leave an area at an appropriate time.** If a child needs changing then the member of staff responsible for this will wait for an appropriate time, e.g. not leave an area unsupervised to go to the bathroom. Communication is vital and team members must be aware of where you are going and which child is with you. Similarly, the member of staff helping the child must notify another member of staff when they are going alone to assist a pupil, and must ensure another member of staff is in the vicinity and visible or audible. To further protect the privacy and dignity of the child, staff should notify others discreetly that they are taking the child for personal care.
- ✓ Staff must always wear disposable gloves to change a child's clothes/ nappy.
 - ✓ New gloves must be used for each nappy change.
 - ✓ Staff must always wash their hands after changing a child's clothes/ nappy.
 - ✓ Children must always wash their hands after toileting/ changing clothes/ nappy change and adults should encourage and assist where necessary.
 - ✓ No child must ever be left unattended on the changing table/area.
 - ✓ The changing table/area must be sprayed with lifeguard and wiped down with a disposable wipe/ paper towel after EVERY nappy change.
 - ✓ All nappies must be placed in a nappy bag and in the nappy bins provided.
- All staff members are responsible for celebrating the good choices of a child when they make independent toileting choices or communicate they want to go. No child should ever be made to feel bad if they have had an accident.

The experience of nappy changing is an important part of every child's day and is an ideal opportunity to interact and have 1:1 time with the child. Staff should use this time effectively by communicating and singing with them, offering choices and encouraging the child to feel independent and confident in doing things for themselves.

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo an enhanced DBS. All staff and volunteers at Rebecca Cheetham Nursery Education and Children's Centre are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school. All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction. It is not appropriate for volunteers / work experience students to carry out intimate care procedures. Childcare students /Apprentices should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors. In the first instance, permanent members of Rebecca Cheetham staff should undertake intimate care, although those agency staff who have had the appropriate enhanced DBS checks and have read and

understood the Intimate Care Policy could also attend to intimate care in accordance to the above guidelines.

6. RELATED PROCEDURES

- **Visitors to schools policy**
- **Health and Safety policy**
- **Child Protection policy**