



Early Years Intimate Care Policy

Statement of intent

Mini Oaks Pre-School understands the importance of its responsibility to safeguard and promote the welfare of children. Children may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

Mini Oaks Pre-School has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times, and treat children with sensitivity and respect.

The Pre-School is committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to
- Protect the rights of all others involved

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

2. **What is intimate care?**

2.1. For the purpose of this policy, **“intimate care”** is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

2.2. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee
- Application of medical treatment other than to the arms, face and legs below the knee
- Toileting, wiping and care in the genital and anal areas
- Dressing and undressing

3. **Roles and responsibilities**

3.1. The headteacher is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.

3.2. The headteacher is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.

3.3. The headteacher is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.

3.4. The headteacher is responsible for handling any complaints about the provision of intimate care in line with the school’s Complaints Procedure Policy.

3.5. All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

3.6. Parents/carers are responsible for liaising with the school to communicate their wishes in regard to the child’s intimate care.

3.7. Parents/carers are responsible for providing their consent to the school’s provision of their child’s intimate care.

3.8. Parents/carers are responsible for adhering to their duties and contributions to their child’s intimate care plan, as outlined in this policy.

4. **Procedures for intimate care**

4.1. Staff who provide intimate care will have a list of personalised changing times for the children in their care, which will be adhered to at all times and will be shared with parents/carers daily.

4.2. Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

4.3. If the designated member of staff for a child’s intimate care is absent, a secondary designated member of staff will change the child adhering to the arranged times.

4.4. Each child using nappies will supply these in their clearly labelled bag in which there will be clean nappies, wipes and any other individual changing equipment necessary. Should a parent/carer forget to provide these, then they will be called to come into the preschool.

- 4.5. Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately.
- 4.6. The changing areas are warm and comfortable for the children and are private from others.
- 4.7. Hot water and liquid soap are available for staff to wash their hands before and after changing a nappy; the changing area will also be cleaned appropriately after use.
- 4.8. The changing area has suitable hand drying facilities available for members of staff to dry their hands.
- 4.9. Any soiled clothing will be placed in a tied plastic bag in the child's personal bag and will be returned to parents/carers at the end of the school day.
- 4.10. Any used nappies will be placed in a tied plastic bag and disposed of in accordance with the school's Hygiene Policy.
- 4.11. Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Hygiene Policy.
- 4.12. If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Medication Policy, and full parental consent will be gained prior to this.
- 4.13. Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet.
- 4.14. Members of staff will use the [Toilet Introduction Procedures](#), as outlined in the appendices of this policy, to get children used to using the toilet and encourage them to be as independent as possible.
- 4.15. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

5. Parental engagement

- 5.1. The school will liaise closely with parents/carers to establish individual intimate care programmes for each child which will set out the following:
 - What care is required
 - Number of staff needed to carry out the care
 - Any additional equipment needed
 - The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
 - The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
 - Any adjustments necessary in respect to cultural or religious views
 - The procedure for monitoring and reviewing the intimate care plan
- 5.2. The information concerning a child's intimate care plan will be stored confidentially in the Pupil's file, and only the parents/carers and the designated member of staff responsible for carrying out the child's intimate care will have access to the information.

- 5.3. The parents/carers of the child are required to sign the [Intimate Care Parental Consent Form](#) to provide their agreement to the plan; no intimate care will be carried out without prior parental consent.
- 5.4. In respect of the above, if no parental consent has been given and the child does not have an intimate care plan, but the child requires intimate care, parents/carers will be contacted by phone in order to gain consent.
- 5.5. Any changes that may need to be made to a child's intimate care plan will be discussed with the parents/carers to gain consent and will then be recorded in the written intimate care plan.
- 5.6. Parents/carers will be asked to supply a named bag and the following items for their child's care needs:
 - Spare nappies
 - Wipes, creams, nappy sacks, etc.
 - Spare clothing
 - Spare underwear

6. **Safeguarding Procedures**

- 6.1. The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy and will apply these requirements to the intimate care procedures.
- 6.2. The school will ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.
- 6.3. All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary.
- 6.4. All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL), Julie Cramp in accordance with the school's Child Protection and Safeguarding Policy.
- 6.5. Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy.

7. **Monitoring and review**

- 7.1. This policy will be reviewed annually by the headteacher and DSL, who will make any changes necessary and communicate these to all members of staff.
- 7.2. All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Procedure for undressing and dressing pupils – after soiling:

(Where a child is heavily soiled the practitioners will use their professional judgement and the parent/carer will be phoned and be asked to collect their child from the preschool)

Ensure:

: You have told another member of staff that you are involved in an intimate care procedure

: This takes place away from others, but that doors are left ajar

1. Ensure you are wearing disposable gloves and a disposable apron

2. Encourage the child to remove clothing from lower body first and to do it independently.

Provide help or assistance only when, and if needed

3. Wash/clean as required – again encourage the child to do this independently using wet wipes.

4. Ensure lower regions are covered before removing garments from upper body (if necessary)

5. Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes from the Nursery)

6. Encourage the child to dress themselves. Provide help and assistance as appropriate/required.

7. Put the wet or soiled clothes in a plastic bag and ensure the child takes them home at the end of the session. Include a 'green note', stapled to the outside of the bag to let parents know why their child has been changed. Where appropriate we may speak to the parents as well.

8. Child must then wash their hands, with soap or gel.

9. Remove gloves and apron and wash your hands. Dispose of these in the 'nappy bin'

10. IMPORTANT - Record the care given in the Intimate Care Record Book and sign that a green note has been completed

Procedure for changing nappies:

Ensure privacy before procedure

1. Ensure you are wearing disposable gloves and a disposable apron.

2. Remove clothes from the child's lower body or provide help if they do can do it independently.

3. Take off the nappy while the child is standing

4. Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves.

5. Ensure the skin is clean and dry.

6. Put on a clean nappy (using a changing mat) or pull up (whilst child is standing). Check that it fits snugly around the waist and legs.

7. Dress the child or allow them to dress themselves if they are able to.

8. Ask the child to wash their hands.

9. Ensure that the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the nappy bin provided

10. Dispose of gloves and apron – in the Nappy bag

11. Wash your hands with soap

12. Children will be changed at 10am and 1pm. Children will also be changed should they require at various times of the day. This will be recorded in the Intimate Care Record Book and signed by the staff member who carried out the change. Parents will be informed.

Appendix

- Intimate Care Parental Consent Form

Intimate Care Parental Consent Form

This form is to be completed by the Pre-School Manager and signed by parents/carers.

| | | | |
|-----------------------|--|-----------------------|--|
| Name of child: | | Date of birth: | |
|-----------------------|--|-----------------------|--|

Care requirements, including frequency:

The table below outlines the member of staff responsible for carrying out your child's intimate care programme, as well as the member of staff responsible in their absence:

| | |
|--|--|
| Name of Key Worker: | |
| Name of staff member (in the above key worker's absence): | |

Where will the intimate care be carried out?

What equipment/resources will be required?

What disposal procedures are in place?

The preschool take safeguarding very seriously and a DSL (Designated safeguard Lead) will contact you if there are any safeguarding concerns unless we believe that your child is at risk of harm at which point we will follow DSAT safeguarding procedure and contact social care.

What do parents/carers need to provide?

I have read the Early Years Intimate Care Policy provided by Mini Oaks Pre-School and I agree to the intimate care plan outlined above:

| | | | |
|---|--|--------------|--|
| Signature of parent/carer: | | Date: | |
| Signature of: Pre-School Manager | | Date: | |