



Learning to be a wonderful me

**Policy and Procedures for providing
Intimate Care to children.**



September 2018



In Dunclug Nursery School we are committed to providing a happy, safe and stimulating environment to support young children’s learning and development.

We recognise that the children in our care have individual interests, characteristics and needs and aim to enable each child to develop positive attitudes about themselves and towards their learning by –

- 🦋 providing experiences that extend learning and challenge thinking
- 🦋 maintaining positive relationships as a staff team, with our children, their parents, the community, the Board of Governors and other relevant agencies
- 🦋 promoting the health and wellbeing of our staff, children and their families
- 🦋 inspiring and developing all members of our school community

Intimate Care of the children in our setting –

The age and developmental stage of the children in our care means that they may, at times, require assistance with their self-care needs. The following Intimate Care Policy and Procedures have been developed in our Nursery School to safeguard children and staff. They apply to all adults who are involved in the intimate care of children. Children with Special Educational Needs or Medical Needs can be especially vulnerable and as such, should receive care that is sensitive to their individual needs.

Our Intimate Care Policy and Procedures is supported by our policies for –

- Safeguarding and Child Protection
- Codes of Conduct
- Health and Safety
- Supporting children with Special Educational Needs
- Supporting children with Medical Needs
- Safe Handling



Intimate Care of children in Dunclug Nursery School

Intimate care may be defined as any activity to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child and provide resources to enable staff to provide for the child's intimate care needs. Parents will be asked to sign consent for staff to assist in the intimate care of their child, should the need arise. Where consent is not obtained from the parent /carer, staff will give parents or carers the opportunity to come into Nursery School to assist their child with their intimate care needs as necessary.

Staff have a responsibility to work in partnership with parents and children to ensure that each child's needs are met.

Intimate care can include –

- ✂ Dressing / undressing
- ✂ Toileting
- ✂ Feeding
- ✂ Oral Care
- ✂ Washing
- ✂ Photographs
- ✂ Medical Treatments and care
- ✂ Supervision of a child involved in intimate self-care



Principles of Intimate Care

The following are the fundamental principles upon which the Policy and Procedures are based :

- ✂ 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, in an age and developmentally appropriate manner
- ✂ 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



Responsibilities of Nursery Staff

- ✧ All staff working with children will be vetted using –
 - Access NI checks
 - Pre-employment checks
 - Two Independent references

- ✧ Only staff **employed by Dunclug Nursery School** may undertake intimate care of children.

- ✧ The Principal, on behalf of the Board of Governors, will ensure that all staff undertaking the intimate care of children are familiar with, and understand, the Policy and Procedures for Providing Intimate Care to children and other relevant Circulars and Orders.

- ✧ All staff will be trained in the specific types of intimate care that they carry out and fully understand and implement the Policy and Procedures for providing Intimate Care to children within the context of their work.

- ✧ Intimate care arrangements must be agreed by Nursery, parents / carers and the child, if appropriate.

- ✧ An Intimate Care plan will be included in the child's records and consent forms should be signed by the child's parent / carer.

- ✧ Staff should not undertake any aspect of intimate care that has not been agreed by the setting, parent / carer and child, if appropriate.

- ✧ Dunclug Nursery School will make provisions for emergencies, e.g. absence of a staff member. Additional trained staff will be available to undertake specific intimate care tasks when required to do so.

- ✧ Intimate Care arrangements will be reviewed termly. The views of all relevant parties will be sought and considered to inform future arrangements.

- ✧ If a staff member has any concerns about a colleague's intimate care practice they must report this to the Principal.



Guidelines for good practice when providing Intimate Care

- ✿ **Involve children in their intimate care** – try to encourage their independence as far as possible in his / her intimate care. Talk to him / her about what is going to be done and give them a choice where possible. Check your practice by asking child / parent any likes or dislikes while carrying out intimate care.

- ✿ **Treat every child with dignity and respect and ensure privacy that is appropriate to the child's age and situation** – the practice of providing one to one intimate care is supported, unless the activity requires two persons for the greater comfort or safety of the child, or if the child prefers having two people present.

- ✿ **Make sure practice in intimate care is consistent** – effective communication between carers / parents / Nursery School ensures that children and parents can expect consistent intimate care.

- ✿ **Be aware of own limitations** – only carry out care activities that you understand and feel competent and confident to carry out. If in doubt ASK. Some procedures may only be carried out by staff who have received formal training in certain procedures.

- ✿ **Promote positive self-esteem and body image** – the approach you take to intimate care can convey lots of messages to a child about their body worth. Our attitude to a child's intimate care is important – try as far as possible to make routine care relaxed, enjoyable and fun.

- ✿ **Report any concerns you may have** – if you observe any unusual markings, discolourations or swellings on a child's body, report immediately to the Principal. If during the intimate care of a child you accidentally hurt them, or the child misinterprets/misunderstands something, reassure the child, ensure their safety and report the incident immediately to the Principal. Report and record any unusual emotional or behavioural responses by the child. Written records of concern may be made and kept in the child's records. Parents and Carers will be made aware of concerns in line with Nursery School's Policy for Safeguarding and Child Protection.



Communication with children when providing Intimate Care

It is important that all staff providing intimate care to children in our Nursery School ensure that they are aware of the child's method and level of communication.

Staff will –

- ✓ Ascertain how the child communicates, in consultation with the child, his / her parent and if necessary, the child's Speech and Language Therapist.
- ✓ Make eye contact with the child at his / her level.
- ✓ Use simple language and repeat if necessary.
- ✓ Wait for a response from the child.
- ✓ Continue to explain to the child what is happening, even in the absence of a response from the child.
- ✓ Treat the child with dignity and respect.
- ✓ Never take a camera or a phone into an area where Intimate Care takes place.



Procedure for assisting a child when toileting

When a child in our Nursery School requires help with their self-care during toileting, staff will –

- ✓ Inform another adult that they are assisting the child.
- ✓ Respect the child's right to privacy by closing the toilet door when assisting him / her with cleaning, dressing and/or changing.
- ✓ Maintain hygiene standards by wearing a disposable apron and gloves.
- ✓ Use baby wipes, provided by Nursery School, to help the child to clean themselves or to clean the child as thoroughly as possible.
- ✓ Communicate with the child in a sensitive and respectful manner so they are aware of what you are doing and why.
- ✓ Foster the child's growing independence by *assisting* with cleaning, dressing and/or changing while also encouraging the child to try to take care of some of their own intimate self-care needs.
- ✓ Inform their parent / carer, either verbally or in writing, that the child needed help with intimate care and maintain appropriate classroom records of same.
- ✓ Send wet/soiled clothes home in a tied plastic bag, via the child's box in the cloakroom. Please note that when underwear is badly soiled, we may have to dispose of the items. Parents will be informed if this is the case.



Procedure for changing a child's nappy

- ✿ As far as possible, each child who requires nappy changing will be allocated one person who will undertake their intimate care duties each day. In the absence of the allocated adult, another trained member of staff who is known to the child will change their nappy and tend to any other intimate care needs as appropriate.
- ✿ Staff will maintain hygiene standards by wearing a disposable apron and gloves when changing a child's nappy.
- ✿ Changing will take place in the Nursery's changing area, on a changing bench. The changing bench will be cleaned with anti-bacterial disinfectant wipes after each use.
- ✿ Staff will use resources provided by parent / carer, specific to their child's needs.
- ✿ Children will be assisted in accessing the changing bench according to their individual needs.
- ✿ Staff will remove the necessary clothing and wet or soiled nappy, clean the child, from front to back, with resources provided by parents, before putting on a clean nappy.
- ✿ Wet or soiled nappies, wipes, gloves and aprons will be sealed in a nappy disposal bag and disposed of in an external bin.
- ✿ Staff will attempt to communicate what they are doing at each stage with the child.
- ✿ Appropriate changing records will be kept in Nursery School and in the child's Home / School communication book, if available.
- ✿ Wet or soiled clothing will be returned to parents in a sealed plastic bag, via the child's box in their cloakroom.
- ✿ Staff will adhere to the 'five step' hand washing procedure.



Resources and Facilities for providing Intimate Care

- ✿ Staff will provide Intimate Care to children in the Nursery's Changing area, situated in the Part Time Classroom.
- ✿ Children will not be changed in educational, play or public areas, or in any areas used for the preparation of food and drink.
- ✿ Parents or carers should provide a full change of clothes and resources for their child, if they require nappy changing. These resources will be labelled with the child's name. Nursery School will provide baby wipes for assisting children with self-care during their toileting routine, paper roll and other resources to ensure hygiene of areas and resources are maintained.
- ✿ Intimate care will take place in our Changing Area, that has –
 - a changing bench
 - a sink with hot and cold running water
 - a bin
 - wet wipes, paper roll
 - nappy disposal bags
 - anti-bacterial wipes for cleaning of surfaces
 - non-latex gloves and disposable aprons
- ✿ Resources will be stored in a cupboard in the toilet area.
- ✿ Changing areas are cleaned as necessary throughout the school day and daily by our Nursery School Caretaker.

Dunclug Nursery School's Policy and Procedures for providing Intimate Care to children will be monitored, evaluated and reviewed annually, or when the need arises.

Signed - _____ (Principal)

_____ (Chairperson of Board of Governors)

Date - _____