

Intimate Care Policy

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Annette Elstob: **September 2021**

Next date of Annual Review: **July 2022**

Signed:



The pastoral care and safeguarding of the children at Rolfe's Nursery School is central to all that we do. We are committed to developing positive and caring attitudes to children in our care. We recognise that children join the nursery school with a variety of additional needs. Our aim is to support each child individually and to care for each to the best of our ability.

Introduction

The issue of intimate care is a sensitive one and requires that staff are respectful of each child's needs. Each child's dignity should always be preserved with a high level of privacy, choice and control. All staff must have a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents and carers to provide continuity of care to pupils wherever possible.

An increasing number of children and young people with disabilities and medical needs are attending early years and childcare settings in the private, voluntary and independent sector. A number of these children require assistance with intimate care tasks, especially toileting. Other children may also experience difficulties with toileting for a variety of reasons.

All children we work with have the right to be safe, to be treated with courtesy, dignity, and respect, and to be able to access all aspects of the education curriculum.

Definition of Intimate Care

Intimate care can be defined as care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demand direct or indirect contact with, or exposure of, the sexual parts of the body. Help may also be required with changing colostomy or ileostomy bags, managing catheters, stomas or other appliances. In some cases, it may be necessary to administer rectal medication on an emergency basis.

Intimate care tasks specifically identified as relevant include:

- **Intimate care** is any care which involves one of the following:
 - 1. Assisting a child to **change their clothes**
 - 2. **Changing or washing a child** who has soiled themselves
 - 3. Assisting with **toileting** issues
 - 4. Supervising a child involved in **intimate self-care**
 - 5. Providing **first aid** assistance
 - 6. **Providing comfort** to an upset or distressed child
 - 7. **Inserting suppositories**
 - 8. Assisting a child who requires a specific **medical procedure** and who is not able to carry this out unaided.

Approach and Statement of Intent

Any child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance. At Rolfe's Nursery School we will work closely with parents with regards to meeting each child's needs sensitively and with respect. Intimate care needs are discussed with parents before the child starts school.

Staff who provide intimate care are aware of best practice. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist, doctor or occupational therapist as required.

Intimate care arrangements will be discussed with parents and carers on a regular basis. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

If a child has any special requirement or medical need that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents and carers. An EHC Plan will provide the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.

Intimate care and toileting

In the youngest class:

Nappy changing procedure:

- A supply of nappies and baby wipes is to be provided by the parents or carers and put in the child's school bag.
- The school also has spare wipes and nappies.
- The nappy changing area is to be wiped with antibacterial wipes before and after the procedure.
- The practitioner is to wash their hands and wear gloves before and after nappy change. They must ensure the child's comfort and dignity is protected as they place them on the changing table. Everything must be done to make the child feel at ease and comfortable. The bathroom door will be left open at all times so that the procedure is in view of other staff.
- Soiled nappies are to be disposed of (in a nappy bag) in the nappy bin provided in the bathrooms.
- We have a duty of care towards every child's personal needs in the nursery school. We would never leave a child knowingly in wet or soiled pull-ups in the nursery school.

Helping a child use the toilet in the younger class:

- A practitioner must be present in the bathroom whenever a child is using the toilet.
- If required, a practitioner may help a child dress and undress themselves when using the toilet as well as placing them or holding them on it.
- It is the practitioner's responsibility to check that the child is appropriately and properly wiped; they may help the child in doing so when support is needed.
- The child will be reminded to wash and dry their hands after using the toilet.

Toilet training:

- When toilet training is in progress, the practitioner will support the child at school and liaise with the family.
- The child will be reminded to use the toilet frequently.

- In the event that the child has started to train on a potty, a potty will also be used at school initially. The potty will be cleaned before and after use using water and antibacterial wipes or spray and will be placed where the child feels most comfortable.
- We ask parents and carers to provide extra spare clothes during toilet training.
- Staff will liaise with parents and carers about toilet training on an ongoing basis but especially at each child's two year check.
- As part of the transition process into the older classrooms, staff will support all children to be confidently toilet trained before they move up to the older class.

Toilet accidents:

- In the event that a child has soiled themselves, everything will be done to keep the child calm, comfortable and reassured.
- Before changing the child, the practitioner will gather all the necessary items: child's school bag, gloves, wipes, apron (if heavily soiled), nappy bags.
- The practitioner is to wear gloves during the entire procedure.
- The soiled clothes will be placed in a nappy bag, in the child's school bag.
- The practitioner will clean the child appropriately (using wipes) and help them to get dressed again.
- Toilet accidents are to be communicated with the parent/carer that picks up the child at the end of the day.

Heavy soiling:

- In the event that a child heavily soils themselves, the practitioner may ask permission from the parents or carers to use the shower at school if necessary.
- Should the permission be granted, two practitioners will be present to ensure the child's safety and comfort at all times.
- If an item of clothing (underwear) is too heavily soiled, the practitioner may dispose of it.

Inserting suppositories:

- In the rare event that a child needs to have a suppository inserted for a specific medical need, a special procedure will take place:
- The child will be made comfortable and, if possible, will be brought to a quiet area (away from the other children).
- The practitioner will ask another staff member to gather all necessary items: the child's own prescribed suppository, their action plan if provided and gloves.
- the child's lower clothes will be removed.
- A plan of action will be followed, according to the individual child's specific action plan.
- The child's parents or carers will be contacted as soon as possible.
- Please also refer to the Rolfe's Nursery School, Administering Medicine Policy.

Helping a child use the toilet in the older class:

- There are no facilities for nappy changing in the older classrooms. On entry into the older classrooms children are expected to be toilet trained.
- During the first weeks of entry to the older classrooms children will be shown where the toileting facilities are and how to independently wash and dry their hands.
- The older children access the bathroom whenever they need to. The children are taught to inform a teacher when they are leaving the classroom to go to the bathroom. Children will always be in sight or in hearing of a teacher at all times.
- One of the main focus points in the Ladybird and Bumblebee classrooms is preparation for big school. Part of this process includes encouraging each child to independently manage their own personal hygiene.
- As the children are expected to be fully toilet trained in the reception year, they will access the toilet independently and close the cubical door by themselves. A teacher will always be in sight and/or hearing of every child and will support a child should they need help at any time.
- If a child asks for help or is seen to require help to use the toilet, a teacher will support each individual child with praise and encouragement.
- Teachers will verbally guide each child to take care of their own personal hygiene. They will encourage the child to wipe themselves with toilet paper from the dispenser, praising them for their efforts. They will be told how to discard the toilet paper, flush the toilet and wash their hands, using soap, water and a hand towel. The child will then return to the classroom.
- If a child has an accident they will be verbally given instructions to change themselves and a teacher is there to help if needed. Any soiled clothing will be bagged and returned. On occasions the child's underwear may be disposed of hygienically.
- If a child has a toilet accident this information will verbally be told to the adult collecting the child at pick-up time.
- In more challenging circumstances, such as diarrhoea or a medical need, two teachers may be required to assist the child.
- During toilet training, teachers will remain positive and praise children for their efforts.
- If it becomes apparent that a child is not independently managing their personal hygiene teachers will contact the parents to discuss and support this process.

The Protection of Children

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. they must immediately report concerns to the DSL (Miss Annette Elstob) or deputy DSLs (Miss Malin Garner and Miss Juliette Raymondeau). Please also refer to the Rolfe's Nursery School Safeguarding Policy.

We aim to ensure the complete safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. This includes:

1. Promoting caring relationships through the key person system
2. Ensuring that all staff undertaking intimate care routines have suitable enhanced DBS checks and have an up-to-date understanding of safeguarding and child protection and how to protect children from harm.
3. Training staff in the appropriate methods for intimate care routines and arranging specialist training where required, e.g. providing first aid training and specialist medical support training.

At times children need to be appropriately cuddled, encouraged, held and offered physical reassurance by staff, especially when starting school or when transitioning through change.

The Equality Act 2010 (replaced The Disability Discrimination Act and all amendments)

The Equality Act 2010 brings together disability discrimination law with other equalities legislation. In October 2010 most of the duties in the Disability Discrimination Act (DDA) were replaced by the Equality Act 2010. It sets out the different ways in which it's unlawful to treat someone.