



# Intimate Care Policy

OCTOBER 2024

## INTRODUCTION

It is our intention to develop independence in each child, however in the nursery, there will be occasion when help is required. Our intimate care policy has been developed to safeguard children and staff. It is one of a range of specific policies that contribute to our pastoral care policy. The principles and procedures apply to everyone involved in the intimate care of children.

## DEFINITION

Intimate care is one of the following:

- Supporting a child with dressing/undressing.
- Assisting a child requiring medical care, who is not able to carry this out unaided.
- Cleaning a child who had a toilet accident wet/soiled him/herself, has vomited or feels unwell.

This policy aims to:-

- Safeguard the dignity, rights and well-being of children.
- Provide guidance, support and protection to staff; and
- Reassure parents that their children are cared for and protected.

THE CHILD:-

- The child has the right to assistance that respects his /her dignity, and to feel safe when moved or handled.
- The child has the right to feel comfortable with the adult assisting him/her, and to make it known if this level of comfort is disturbed.
- The child should be encouraged to engage in the care procedure, to know what is happening, and give permission at each stage.
- The child should be encouraged to work towards independence and helped to do so as much as possible for him/herself.

- a) Only children whose parents have given permission for them to be changed may be changed. The parent/carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
- b) Two members of staff may not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child.
- c) To provide visual access, the bathroom has no door and open to the classroom.
- d) While every attempt should be made to give the child privacy and preserve their dignity, other children may use the bathroom.
- e) Staff must wear PPE when changing a child and follow appropriate lifting and handling procedures when necessary.
- f) Children should be encouraged to remove the clothes to be changed by themselves where possible.
- g) If required, children will be given a baby wipe to freshen themselves.
- h) Children should be encouraged to dress themselves with help being given when necessary.
- i) A note of the change must be entered in the intimate care record book and signed by the staff member. Wet/soiled clothes are to be placed in a bag and given to parents/carers at the close of the session. Parents will be informed and asked to sign the record book. A copy will be given to parent/carer.
- j) A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible. Where intervention is necessary, the other member of staff should be alerted, and informed when complete.
- k) Should a child be heavily soiled and in need of a full wash, home should be contacted and the child should be collected and taken home from school to be made more comfortable.



## THE PARENTS

- Parents have the right to information regarding school policy and procedures designed to meet the needs of their child. The school should work closely with parents to ensure all aspects of the care and procedures are shared and understood.
- Parents have a responsibility to ensure that all relevant information is provided to help the school assist their child in an appropriate way.
- The school will gain written permission from parents for the care provided. This will be undertaken during the induction process.
- Parents are responsible for providing a full change of clothes and pull ups/wipes if required.

## THE SCHOOL

- We are committed to ensuring that staff undertaking these responsibilities are supported by policy, training and monitoring, all school staff receive child protection training, undertake to help children do as much as possible for themselves and develop each child's ability to achieve independence.
- All staff working with children are vetted by Access NI. Only members of staff vetted by Access NI will assist with intimate care.
- Staff are trained and fully aware of the policies of the school.
- The school will gain permission from parents for the care provided. This will be undertaken during the induction process.

## STAFF CODE OF CONDUCT

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. The following procedures must be observed at all times:

Please Note:

If your child is not yet fully toilet trained and is still in pull ups, they will still be able to attend nursery but we need to make you aware that due to the staffing level, it may not be possible to routinely change these during each session. Most children will probably be able to wait to be changed by parents or carers when they arrive home as the session is not too long. If a child becomes very wet or heavily soiled during session, staff may need to ring parents or carers to change the child. (Staff can only assist with any intimate care where parents have signed to give permission)

SAFEGUARDING

- If a staff member has any concerns about a colleague's intimate care practice about a child when carrying out intimate care practice, they must report these to the designated teacher.
- If a staff member has any concerns about a child when carrying out intimate care tasks, they must report these to the designated teacher.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.

Chairperson Nicola Smith

Principal A. Hutchinson