



# Intimate Care Policy

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## INTRODUCTION

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Castleward Spencer Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children with respect and dignity when intimate care is given. No child should be attended to in a way that causes distress, embarrassment or pain.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff that provide intimate care to children have a high awareness of child protection issues. Staff will work in partnership with parents/carers to provide continuity of care.

## DEFINITION

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Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. In most cases such care will involve procedures to do with personal hygiene and the cleaning of associated equipment as part of the staff member's duty of care. In the case of specific procedures only the staff suitably trained and assessed as competent should undertake the procedure (e.g. the administration of rectal diazepam).

## OUR APPROACH TO BEST PRACTICE

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The management of all children with intimate care needs will be carefully planned. The child who requires care will be treated with respect at all times; the child's welfare and dignity is of paramount importance.

Staff who provide intimate care are trained to do so (including Child Protection and Moving and Handling) and are fully aware of best practice. Suitable equipment and facilities will be provided to assist children who need special arrangements following assessment from physiotherapist/ occupational therapist.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes such as the onset of puberty or menstruation. Wherever possible staff involved in intimate care will not be involved in the delivery of sex education to the children in their care as an extra safeguard to both staff and children involved.

The child will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/ herself as they are able. Individual intimate care plans will be drawn up for children as appropriate to suit the circumstances of the child. Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers will need to be present when the child is toileted.

Wherever possible the child should be cared for by an adult of the same sex. However, in certain circumstances



this principle may need to be waived where the failure to provide appropriate care would result in negligence for example, female staff supporting boys in our school, as no male staff are available. Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's personal care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.

## Intimate care

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This will take place in our hygiene accessible toilet, which is located near the medical room. For pupils in our Nursery or Reception class they may also need to be supported when going to the toilet- pupils will be supported in the EYFS toilets area, for example if they need a step to reach the toilet. This support will take place by the EYFS staff for the pupil. Please see appendix 1 for support of Nursery pupils.

## THE PROTECTION OF CHILDREN

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Child Protection Procedures and Multi-Agency Protection procedures will be adhered to.

If any member of staff has concerns about physical changes to a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the appropriate designated person for child protection.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of the process in order to reach a resolution; staffing schedules will be altered until the issue(s) are resolved.

**This policy will be reviewed annually or when a change in practice or legislation requires.**

**Policy Updated: May 2021**

### **THIS POLICY IS LINKED TO THE FOLLOWING POLICIES:**

Child Protection and Safeguarding Policy  
Safer Recruitment Policy  
Supporting pupils with medical conditions policy  
SEND policy



## Appendix 1

### Castleward Spencer Nursery

#### Aim

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At Castleward Spencer Nursery we aim to meet the individual needs of all our children and promote their welfare and emotional well-being. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other additional needs.

Where a child has intimate care needs, a designated qualified member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care, for example reminding the children to go to the toilet and about personal hygiene. This supports their understanding of self-care routines as well as developing their independence. As outlined in the Early Years Foundation Stage (EYFS); September 2014, we are responsible for children's personal care skills, as an essential part of Personal Development.

On some occasions, children come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. During registration and your child's home visit their key person will advise you of the procedures at nursery and what your child needs to have with them each day they attend e.g. spare clothes. Staff will share information about your child's day at nursery; including toileting and nappy changes, this is given verbally and included on daily report sheets/diaries.

#### Implementation

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##### •Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection and Safeguarding, Health and Safety and Confidentiality). The designated employed adult is trained; DBS (Disclosure, Barring Scheme) checked and has received training for very specific intimate care procedures where relevant. During their induction period staff are supervised and supported when carrying out self-care, only staff members who have provided satisfactory references and have a clear DBS check can carry out such self-care routines.

Key Persons follow each child's care plan in agreement with parent/carers and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

##### •Intimate care / personal care plan

If a child requires regular assistance with intimate care, staff meets with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis and access any further training as and when it is required.

##### •Practice

The designated practitioner who provides the care (in most cases: the child's key person) forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for



all. Whilst the child is having their needs met, it is treated as a time to interact and promote their personal, social and emotional development.

Each child; age and developmentally appropriate is encouraged to undertake as much of the procedure for themselves as possible, including washing hands, dressing/undressing, hygiene and toileting. The children's toilet areas and nappy changing facilities/areas are used to attend to children's needs and every effort is made to ensure privacy and modesty. Most procedures are carried out by one member of staff. However, careful consideration is given to the child's individual circumstances/needs to determine how many practitioners might need to be present when a child needs help with intimate care. If a child is unhappy or anxious about the care being provided, the issue will be addressed and discussed with parents/carers to ensure that we continually meet a child's needs.

#### •Working with parents

We work closely with parents/carers forming partnerships to identify and ensure we meet each child's needs, reviewing these regularly through the key person system in place at nursery. Cultural and religious values are respected when planning and we seek to engage in regular communication with parents, and monitor and review the plan together.

#### •Working with outside agencies

We work closely with outside agencies and utilise their knowledge and expertise where necessary. Our SENDCO, coordinates this approach in consultation with management as well as parent/carers and the child's key person.

#### Disposal of nappies, aprons and gloves safely

At Nursery we have good hygiene practices in place when disposing waste to prevent infection. We follow stringent nappy changing procedures which are included in all staff inductions to ensure the safe disposal of waste, see below. Good hygiene practices are promoted through routine, practice and inductions as well as having monitoring processes in place. Staff adheres to a personal hygiene policy to ensure standards are met at the setting.

#### Changing a nappy

- Parents are required to sign permission form so that staff members can change nappies /pull ups/pants during the day. This is completed as part of the Admissions paperwork on entry into the school.
- All nappy /pull ups/pants changes are recorded on the Intimate Care Record sheet.
- If a parent does not give consent for intimate care to be provided, then parents will always be contacted so that they can come and change their child.
- All nappies are disposed of hygienically. Wet/soiled clothing will be returned to parents for laundering.
- Parents should send in some suitable bags for school to use. If school items are supplied, they should be returned at the earliest opportunity.
- Lone working – when staff are providing intimate care for a child on their own, they should inform another staff member where they are and who they are with. It is acceptable to keep the door open but care should be taken to preserve the child's dignity as far as possible.
- Standing changes should take place wherever possible. The child should be encouraged to clean themselves following the staff members directions. Where this is not possible, staff will support.
- Disposable gloves and aprons are always worn and disposed of after use.



- Parents are asked to supply their child with wipes, nappies and changes of clothes
- After the change is complete all area will be cleaned and the Intimate Care Record completed.
- Parents will always be informed when their child has been changed at the end of the school day.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005) and in conjunction with the nursery's health and safety policy, Safeguarding / child protection procedures and staff inductions.



**Appendix 1: Individual Intimate Care Record**

**NAME OF CHILD** \_\_\_\_\_ **CLASS** \_\_\_\_\_

<b>DATE</b>	<b>TIME</b>	<b>STAFF MEMBER CHANGING CHILD</b>	<b>STAFF NOTIFIED OF CHANGE</b>	<b>SUMMARY OF CARE REQUIRED</b>	<b>COMMENTS (IF REQUIRED)</b>	<b>PARENTS INFORMED</b>	<b>SIGNED</b>



**Appendix 2: Class Intimate Care Record**

**CLASS** \_\_\_\_\_

<b>CHILD'S NAME</b>	<b>DATE</b>	<b>TIME</b>	<b>STAFF MEMBER CHANGING CHILD</b>	<b>STAFF NOTIFIED OF CHANGE</b>	<b>SUMMARY OF CARE REQUIRED</b>	<b>COMMENTS (IF REQUIRED)</b>	<b>PARENTS INFORMED</b>	<b>SIGNED</b>