



**Barn-a-b's Pre-school  
at Our Lady's Catholic Primary School**

**INTIMATE CARE  
POLICY**



## EQUALITY AND DIVERSITY

*This policy has been written and reviewed with due regard to the legal duties set out in the Equality Act 2010, to ensure that no member of our school community suffers discrimination or disadvantage regardless of age, race, gender reassignment, disability, civil partnership, religion and belief (or lack of belief), pregnancy and maternity, gender or sexual orientation.*

### 1. Aims

- To safeguard the rights and promote the welfare of children and young people.
- To provide guidance and reassurance to staff whose contracts include intimate care.
- To assure parents and carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs.

The aim of this policy is to illustrate how Barn-a-b's pre-school 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 where intimate care is given. No child should be attended to in a way that causes distress or pain. It should be considered in line with our safeguarding policy, health and safety policies and medication policy.

This policy supports the safeguarding and welfare requirements of the early years foundation stage (EYFS) 2012 and the Disability Discrimination Act 2005.

Barn-a-b's will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day to day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained. We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.
- No child will be sent home or have to wait for their parents/carer due to incontinence.

### 2. Definition

Intimate care tasks cover any tasks that involves the dressing and undressing, washing including intimate parts, helping someone to use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

### 3. Best Practice

Barn-a-b's pre-school adhere to the following practice:

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is paramount.
- Staff who provide intimate care are trained to do so (including child protection training and Health & Safety training in moving and handling) and are fully aware of best practice.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic etc.) to discuss the child's needs and preferences. The child is made aware of each procedure that is carried out and the reason for it.
- Individual intimate care plans are drawn up for particular children as appropriate to suit the circumstances of the child. *Please see section 4 of this policy.*
- When required Barn-a-b's work with parents and children to establish an individual intimate care plan. This involves a risk assessment and ensures that specialist training for staff is sought where necessary.
- Staff encourage each child to be as independent as possible according to their age, capacity to understand and their ability. This may mean, for example, giving the child responsibility for washing themselves.
- Each child's right to privacy is respected. Care and consideration is given to each child's individual situation to determine how many carers need to be present when a child is toileted.
- Every member of staff holds a satisfactory Enhanced DBS Check.
- As our toilet and changing area is a discrete but accessible environment our members of staff are able to change children on a 1:1 basis. A risk assessment has been completed to cover this.

### 4. Working with parents

The pre-school works closely with parents and children to establish a preferred procedure for supporting individual children with their personal and intimate care.

Where possible the child's key person will be responsible for undertaking the intimate care of an individual child. When this is not possible another named and agreed member of staff who is known to the child will take on that responsibility.

We work with parents to carry out toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

Children will be cared for with dignity and with respect for their privacy.

All nappy changes/toilet changes are recorded within the nappy changing area on designated sheets.

Intimate care arrangements are discussed with parents/carers on a regular basis and recorded on the child's care plan if necessary, partnership with parents/carers to provide for the appropriate needs of the individual child will be paramount when producing a child's care plan:

The care plan will set out:

What care is required.

Number of staff needed to carry out the task (if more than one person the reason must be documented)

Additional equipment required.

Child's preferred means of communication. Agree terminology for parts of the body and bodily functions.

Child's level of ability i.e. what tasks they are able to do themselves.

Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care.

Be regularly reviewed in accordance with the child's development.

Children are always asked by the member of staff who is caring for them, for permission to assist them, and children who would like to perform their own care are encouraged to do so with adult support when appropriate.

Children will be cared for with dignity and with respect for their privacy.

## **5. Safeguarding**

Staff are trained on the signs and symptoms of child abuse which is in line with Keeping Children Safe in Education (KCSIE).

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead (DSL) immediately or the Deputy Designated Safeguarding Leads (DDSL). The Child Protection and Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the DSL/Pre-School Manager/Deputy will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the DSL/Pre School Manager/Deputy will seek advice from other agencies after parental permission has been sought.

If a child makes an allegation against a member of staff, the procedure set out in the Child Protection and Safeguarding policy will be followed.

## **6. Dealing with bodily fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by bagging and placed into a hygienic nappy disposal bin. When dealing with body fluids, staff wear protective clothing (disposable gloves and aprons) wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home, staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene and will take practical steps to prevent and control the spread of infection.

## 7. Nappy Changing

**TO NOTE: If a child has the ability to stand, then staff should be encouraged to change their nappy whilst in that position rather than being placed on a changing mat/bench.**

To minimize contamination outside of the nappy changing area, prepare for each change before bringing the child to the area. e.g. have ready:-

- Clean changing mat (with paper long enough to cover the child shoulder to heels – if paper is used)
- Enough wipes out of the packet for the nappy change (including wiping the bottom and hands of the child after taking the soiled nappy away from the child's skin)
- A clean nappy, plastic bag for soiled clothes and clean clothes if soiled clothing is anticipated; bag for soiled nappy.
- Non-porous gloves if they will be used and a dab of nappy rash cream on a disposable piece of paper or tissue if cream is being used.
- All supplies needed should have been removed from their containers and placed near, but not directly on, the nappy changing mat before starting the change.
- Hands free closed waste bin e.g. with a pedal, to be close enough to the nappy changing table so the practitioner does not have to move away from the child.

### Nappy Changing Procedure

- Prepare the nappy changing area as indicated above
- Place the child on the changing area; remove clothing and if soiled place clothes into plastic bag
- Remove soiled nappy, put into nappy bag and place into hands-free lined nappy waste container
- Use a wipe to clean child's bottom from front to back.
- Use a wipe to remove waste products from adult's hands.
- Use another wipe to remove soil from child's hands.
- Throw soiled wipes and gloves into lined, hands-free waste container.
- Put on clean nappy and redress child.
- Place child at sink and wash hands following the 'hand washing procedure'
- Sanitize nappy changing mat and area.
- Adult washes hands using the 'hand washing procedure', without contaminating any other surfaces.
- Toys that are played with or objects that are touched, while children's nappies are changed, must be put aside to be sanitized.

## 8. Intimate care duty

- Ensure that the child that you are dealing with is happy in your presence.
- If the child is becoming distressed and would particularly like another member of staff; if possible swap with that staff member.
- Have the child's changing bag with you or Barn-a-b's supplies.
- Spray the changing mat and dry with paper towels before laying the child down.
- Please use gloves provided.
- When changing the child interact with the child and ensure that they are comfortable.

- Dispose of Soiled nappy/wipes in a disposable bag and into the nappy bin.
- Spray and wipe the changing mat and the lid of the bin with a disposable cloth.
- Wash your hands.
- The child to wash hands as well.
- NEVER LEAVE THE CHILD UNATTENDED ON THE CHANGING MAT.
- Please ensure that the toilets are flushed and the cubicles are clean.
- Clean the potty after use and DO NOT leave the potty on the floor, store on the shelf above child height.
- Clean portable toilet seat and return to hanger for future use.

## 9. Nappy changing permission slips

### Barn-a-b's Nappy Changing Permission Slips

Name of child: \_\_\_\_\_

I give permission for the members of Barn-a-b's Pre-school to Change my child's nappy/pull ups, using the wipes and nappies that I have provided. I as the parent will ensure that I have given daily feedback on whether my child needs nappy cream to be applied and will complete the medication forms. I give permission to assist my child in potty training.

Parent signatory: \_\_\_\_\_

Date: \_\_\_\_\_

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