

**Steelstown Nursery Unit**  
**Intimate Care Policy- (Nursery Specific)**  
**February 2018**

Intimate care is any case which involves washing, touching or carrying out an invasive procedure (such as cleaning up a pupil after they have soiled themselves) to intimate, personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care.

Intimate care is a sensitive issue and will require staff to be respectful of a child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There should be a high level of awareness of child protection issues. Staff behaviour must be open to scrutiny and staff should work in partnership with parents/carers to provide continuity of care to children wherever possible.

The intimate care policy at Steelstown Nursery Unit is committed to ensuring that all staff responsible for the intimate care of the children will undertake their duties in a professional manner at all times. We recognise there is a need to treat all children with respect; no child should be attended to in a way that causes stress or pain.

**Who will change the child?**

When a child is toilet trained and has 'accidents' the child may be changed by permanent members of staff. Every effort will be made to have two staff members in close proximity. Children are encouraged to be independent and if possible they will usually change themselves under adult supervision.

If a child refuses staff assistance a parent or carer will be called.

If a child is unduly distressed by the experience, a phone call will be made to parents/carers. They may be asked to take the child home, if the child is distressed or unwell.

If a member of staff notices, marks, injuries, bruising or undue soreness, it will be reported to the designated child protection person and the usual procedures will be followed.

Personal care products used in the nursery are wipes. Children are usually changed in the privacy of a toilet cubicle.

**Additional Arrangements**

Children who are being toilet trained have a 'Toilet Training Programme' This is discussed with and by worked through with the parent.

Special arrangements may be made with children who have more complex needs. The school will always put the needs of the child first and work alongside parents to implement a training programme.

When a child starts at the nursery, parents are asked if their child is toilet trained. Discussions and plans can then be put into place. Parents are shown the situation of the toilets as part of a familiarisation programme.

Parents will sign a permission slip to authorise staff to change their child.

Parents will be asked to provide a change of clothing. Children's soiled/wet clothing will be wrapped and sent home for laundering.

### **Infection control**

Staff will wear disposable gloves and disposable aprons. The changing area is cleaned after use. Staff wash hands or use hand gels. Children are taught a hand washing routine.

### **Best Practice**

Staff will encourage each child to do as much for himself/herself as possible as a means of gaining independence. All children will be taught personal hygiene and safety skills at an appropriate level for their stage of development or understanding.

Child protection procedures will be adhered to. If a member of staff has any concerns about a child, they will immediately report it to the designated person.

If a child has been changed a record will be kept indicating date; the member of staff who assisted the child and nature of accident eg w- wet sp –spillage s soiled and note sent home to parent/carer informing them and requesting a change of clothes.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and the outcome recorded. Parents will be spoken with on any matter that concerns their child.

### **Policy Review**

This policy will be reviewed every two years.