



Lyne and Longcross C of E (Aided) Primary School with Nursery

Intimate Care Policy

Approved: Sept 2024

Review Due: Sept 2026

Inspired by the relentlessly inclusive and loving example of Jesus Christ, our vision is to create a place of possibilities where children develop a lasting love of learning, where we recognise God has given us all special individual talents and strengths. Through working together as a community children will be encouraged and nurtured to fulfil their God given potential.

Intimate Care

This policy is written to determine the policy and procedures by which Intimate Care will be administered to children within the Nursery School and for those children within the school for whom it may be necessary. It is to be used by both parents and staff in order to agree and set out a common understanding of how these processes are to be administered and the roles of both staff and parents within the process.

The below sections assist in defining clarity between Intimate Care and Personal/Assisted Care.

Definition of Intimate Care

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body' Intimate care tasks specifically identified as relevant include:

- ❖ Dressing and undressing (underwear)
- ❖ Helping someone use a potty or toilet.
- ❖ Changing nappies.
- ❖ Cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care and Assisted Care

Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation.

Personal care tasks specifically identified as relevant include:

- Feeding.
- Administering oral medication.
- Hair care.
- Dressing and undressing (clothing).
- Washing non-intimate body parts
- Prompting to go to the toilet.
- Supporting children in carrying out their own intimate care as above.

Toilet Training

Lyne and Longcross Primary School and Nursery believe that starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- ❖ Be fully toilet trained.
- ❖ Have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting.
- ❖ May be fully toilet trained at home but have accidents in the setting, or vice versa.
- ❖ May be nearly there but needs some reminders and encouragement.
- ❖ Not toilet trained, but responds well to a structured toilet training process.
- ❖ Be fully toilet trained but has a serious disability or learning difficulty.
- ❖ May have development delays but with additional support will master these skills.
- ❖ Have SEND and might require help with some or all aspects of personal care.

The following expectations of parent/carer and the school/nursery are to ensure consistency of care.

The role of the parent /carer will:

- ❖ Agree to send the child in a clean nappy.
- ❖ Provide the setting with nappies/wipes/nappy sacks and clean clothes.
- ❖ Agree to the procedures in place for changing their child in the School or Nursery.
- ❖ Inform the staff of any marks/rash that the child may have.
- ❖ Work with the school or nursery with toilet training at an agreed date which is in the best interest of the child's development.

Lyne and Longcross Primary School and Nursery will:

- ❖ Follow the nappy changing procedure while changing nappies.
- ❖ Ensure that where ever possible the same person will change the child.
- ❖ Change the child in the nappy changing area within nursery, or within the Disabled Toilet for the school (with one adult completing the changing aspect and a second adult holding the door ajar to act in a supervisory capacity).
- ❖ Change the child's nappy during the session should the child soil themselves or be uncomfortably wet.
- ❖ Monitor the times when the child is changed and keep a log; noting the date, time, skin condition and why the child needed changing.
- ❖ Report to the parents if the child's nappy has been changed and any marks or soreness that was recorded.
- ❖ Report to the parents if the child is distressed during changing.
- ❖ Work with the parents with toilet training in the best interest of the child's development.

Safeguarding in Relation to Intimate Care

Parents are encouraged to read the school and nursery's policy on Safeguarding.

Parents should be aware that there is no written legal requirement that two adults must be present when providing intimate care. The normal process of changing a nappy or supporting toileting should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the nappy changing process to ensure that abuse does not take place. However, in some instances it may be appropriate for two members of staff to change/support a child, i.e. if a child gets very distressed or has made an allegation previously. Another member of staff will be informed that a children is being supervised and will be nearby and/or aware to protect both the child and the adult.

The School and Nursery will ensure that:

- ❖ Staff are suitably checked (DBS) and that safer recruitment processes have been adhered to.
- ❖ Staff are aware of the recording requirements for changing nappies and/or toileting.
- ❖ Staff follow the set procedures/guideline for intimate care.
- ❖ Risk assessments are completed.
- ❖ What additional support the child may need if he/she soils themselves.
- ❖ Staff involve the child as far as possible in his or her own intimate care.
- ❖ Other staff are aware of the task being undertaken.
- ❖ Staff are familiar with the settings safeguarding policy including the section on allegations against staff.
- ❖ The adult who is going to change the child informs another member of staff that they are going to do this.
- ❖ All staff are up to date with their safeguarding training.

In accordance with the Equality Act 2010, the school and nursery are committed to ensuring that no child is discriminated against due to incontinence, disability, or developmental delay. Admission and care practices will reflect this commitment to inclusion and equality.

Lyne and Longcross Primary School and Nursery will ensure that any intimate care procedures are agreed with parents and that parents are informed of any concerns at the time they are raised by staff. Parents are asked to give consent by signing consent. **Please note that this document must be signed and returned before children start.**

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation. The child should be encouraged to express choice and to have a positive image of his/her

body. Intimate care arrangements must be agreed by the setting, parents and child (if appropriate), and be recorded and consent forms signed by the parents/carer.

Practitioners should not undertake any aspect of intimate care that has not been agreed between the setting and the parents/carers. Lyne and Longcross Primary School and Nursery will make provision for emergencies i.e. a key person on sick leave. Intimate care arrangements should be reviewed at least six monthly, with more frequent reviews being utilised based upon individual circumstances. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.

Intimate care may involve touching the private parts of the child body and therefore may leave staff more vulnerable to accusations of abuse. It is unrealistic to eliminate all risk but this vulnerability places an important responsibility on staff to act in accordance with agreed procedures. If a staff member has concerns about a colleague's intimate care practice they must report this following the whistleblowing section of the schools Safeguarding policy.

All staff involved in intimate care must receive specific training relevant to the tasks they perform. This includes understanding the intimate care policy, safeguarding procedures, and how to support children with SEND.

If staff members observe any unusual markings, discolorations or swelling including the genital area, they must report immediately following the Lyne and Longcross School and Nursery Safeguarding Policy. Parents/carers must inform the nursery of any markings, discolorations or swellings that they have noticed at home.

Health and Safety in Relation to Intimate Care

The following precautions will apply with intimate care/changing a nappy:

- ❖ Staff to wear fresh disposable aprons and gloves while changing a child.
- ❖ Soiled nappies/pull ups securely wrapped and disposed of appropriately.
- ❖ Changing area/toilet to be left clean.
- ❖ Hot water and soap available to wash hands as soon as changing is done.
- ❖ Paper towels to be available to dry hands.
- ❖ Nappy creams will only be administered if provided by parent/carers.

Monitoring Arrangements

This policy will be reviewed by SLT and the Governing Body every two years.

At every review, the policy will be approved by the full governing body.

Permission for School/Nursery to Provide Intimate Care

Child's Last name:.....

Child's First name :.....

Male

Female

Date of birth:

Parent/carers name:.....

Address:

.....

I tick this box to give permission to the nursery to provide appropriate intimate care support to my child e.g. nappy changing, changing soiled clothing, washing and toileting.

I will advise my child's Key Worker/Teacher/Teaching Assistant of any medical complaint my child may have which affects issues of intimate care.

Name: Signature:

Relationship to child: Date:

Lyne and Longcross Nursery Nappy Changing Procedure

1. Lay out the nappy, wipes, and 2 nappy sacks in preparation.
2. Put gloves and an apron onto yourself.
3. Encourage the child onto the changing table. Try and get them to walk up the stairs holding a hand but if that is not possible then lift the child safely onto the changing table.
4. Remove necessary clothing.
5. Remove nappy, fold and put into a nappy sack.
6. Tie the sack up and place in the bin.
7. Wipe the child using their own specific wipes provided by parents/guardians, ensuring you leave the child clean.
8. Place all used wipes into the second nappy sack, tie the top and place in the bin.
9. Put new nappy on the child.
10. Support the child to dress.
11. Help child down steps and out of room.
12. Wipe down using Milton and a cloth the changing table.
13. Place gloves and apron in the bin.
14. Fill out the nappy changing record.