



Intimate Care Policy

Kylemore Nursery School is responsible for the care of all children, whatever their needs or difficulties, including children with developmental, learning or physical difficulties who may have an increased dependency and require practical support with their intimate care needs at school. This policy represents the agreed principles for intimate care at Kylemore Nursery School.

Introduction

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate of care of their children

Principles

The school takes the view that the issue of privacy is important. We also recognise that there will be times when we depend on the child telling us they have had a toilet accident. There may be occasions when a child does not share information that they are wet/soiled with staff but if a wet patch or smell is detected then staff will investigate the source in an unobtrusive manner. All children will be changed in a discreet area with all the necessary equipment to hand i.e. PPE, wipes, clean nappies, change of clothes etc. On each occasion an Intimate Care slip will be

completed and shared with parents. Parents are required to provide a change of clothing for the child. We will ring you if there is no change in your child's bag.

UNCRC - Children have the right to be respected

Respect of the child's body and integrity should be included in all care procedures. Ideally, someone who has a positive long-term relationship with the child should carry out intimate care tasks. It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, each child will be supported to achieve the highest level of autonomy possible given their age and ability and encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their safety skills and to enhance their self-esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the child's right to privacy and dignity is always maintained .

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 has soiled him/herself, has vomited or feels unwell

Supporting dressing/undressing

In a nursery school there are many occasions when a child becomes wet –

- Outdoor or indoor play with water, paint, mud or other sensory experiences deemed to be good early years practice
- The thought that “I need to play with this because if I go away someone else will use it and I will lose it”
- Toilet accidents
- Bug or infection

We expect children to develop their independence skills, to look after their own belongings and clothes and change independently but we know that sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt undressing and dressing unaided.

Medical procedures (See Policy on Medicines)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form from the school office and discuss their child's needs with a member of staff before the school agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary.

Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines.

The Principal has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH). School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Soiling

Intimate care for soiling will be given to a child whose parents have given permission for staff to clean and change the child. Parents will be asked to provide permission for staff to clean and change their child in the event of the child soiling themselves. Parents/carers should always be informed if a child is changed.

The school will provide PPE, but it is the parent's responsibility to provide nappies, nappy liners, wipes and any creams they wish to be used and to clearly label these with the child's name.

Staff will record details as appropriate if a Toilet Training/Changing plan is implemented.

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. If the parents and emergency contacts cannot be contacted the Principal will be consulted. If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Personal protective equipment is worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process.
- The child is encouraged to care for him/herself as far as possible.
- Physical contact is kept to the minimum possible to carry out the necessary cleaning.
- Privacy is given appropriate to the child's age and the situation.
- All spills of vomit, blood or excrement are wiped up and disposed of appropriately and in line with EA guidance.
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a double plastic bag, unwashed, and sent home with the child

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic

hygiene procedures and have access to protective, disposable gloves. Appropriate Lifting and Handling Procedures will be followed when necessary.

Nappy disposal: after disposing of any solid waste matter, it is acceptable to double bag soiled nappies and dispose of these in the normal dustbin. Soiled clothes should be double bagged and given to the parent/carer/childminder at the end of the session. All parents/carers must provide a spare set of labelled clothing for use in case of an accident.

Protection for staff

Intimate Care tasks should never be approached light heartedly. If a child has soreness or something to cause you concern, follow School's Child Protection Procedures.

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk. These should include:

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allowing the child a choice in the sequence of care
- Being aware of and responsive to the child's reactions
- Completing an Intimate Care slip on each occasion, sign and give to parents

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at Kylemore Nursery School are AccessNI checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The checks aim to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of

society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

It is not appropriate for volunteers to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

General

The Governors will review and revise this policy regularly.

SIGNED: _____ **Chair of Governors**

REVIEW DATE: This policy will be reviewed in 2021.