




1.5 Intimate Care (including nappy changing)

This policy was adopted at the meeting of Little Thetford Acorns Pre-school and Children's Club. Staff failure to comply with this policy may be considered serious enough to result in induction of disciplinary procedures.

Date of adoption	November 2017
Reviewed	November 2019
Signed (on behalf of the management committee)	
Name of signatory	Kate Hilton
Role of signatory	Chair
This policy will be reviewed	Annually
Date of next review	November 2020

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General Welfare Requirement: Safeguarding and Promoting Children's Welfare: The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Policy Statement

Little Thetford Acorns Pre-school and Children's Club is committed to ensuring that all staff responsible for the intimate care of children or young people will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all children/young people with respect and dignity when intimate care is given.

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

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate and support 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.

What is intimate care?

Intimate care encompasses areas of personal care, such as nappy/pads changing, washing and dressing.

Procedures

Support for children/young people with intimate care needs will be carefully planned and should be a positive experience for all involved. We have a 'duty of care' towards children's personal needs.

The setting will ensure that:

- Staff members who provide intimate care are permanent staff members and are therefore qualified and trained to meet the needs of individual children.

- Where possible each child's Key persons or their buddy will undertake changing of children to support and embed the trusting relationship. Children are changed as and when needed - a child is not left in a soiled nappy or underwear. Children who are in nappies or 'pull-ups' are checked regularly by staff.
- All staff adhere to the setting's Safeguarding and Child Protection policy when carrying out intimate care.
- All staff members must adhere to the code of conduct and behave in a professional manner at all times when carrying out intimate care protecting the child and themselves.
- The changing areas in the adult toilet are warm, safe and clean areas to lay children.
- Babies and young children are changed within sight of other staff whilst maintaining their dignity and privacy at all times
- The door should be propped open to provide some privacy but to still not allow a staff member to be on their own with a child.
- Gloves and aprons are always worn by staff before any intimate care is carried out, and the areas are prepared with antibacterial spray before and after a child has been changed. Gloves are not always required for a wet nappy where there is no risk of infection; however, gloves are always available for those staff who choose to wear them. Gloves are always worn for a 'soiled' nappy.
- All staff are familiar with the hygiene procedures and carry these out when doing intimate care, all staff must wear blue disposable aprons and disposable gloves at all times when changing or helping children with their intimate care.
- Staff ensure that intimate care is performed in a relaxed manner and used as a time to promote independence in young children.
- Staff are gentle when changing; they avoid pulling faces and making negative comments about 'nappy contents' or the 'smell'.
- Staff do not make inappropriate comments about young children's genitals when carrying out intimate care.
- Each child has their own bag with their nappies or 'pull ups', nappy bags and changing wipes and these are used.
- Wet or soiled nappies/trainer pants are disposed of in the clinical waste bin provided.
- Cloth pants that have been wet or soiled are bagged for the parent/carer to take home.

- Children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- Children are encouraged to wash their hands after they have been changed or used the toilet and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Staff carrying out intimate care should be appropriately supported and are given training and guidance before they carry out intimate care.
- Where possible one to one care will be provided unless there is an identified need for having more adults.
- Intimate care is discussed and agreed with parents and carers.
- The needs and wishes of the child/young person are taken into consideration.
- An appropriate written plan for intimate personal care is agreed and shared with the child or young person and their family, signed by all involved and reviewed on a regular basis.
- Intimate care is logged and recorded in the 'Intimate Care Record Book' and records are retained. The record will include the date and time the intimate care was carried out and by whom.
- The constraints of staffing and equal opportunities legislation are taken into account.
- Mobile phones, tablets or cameras are not used by children or staff in areas where intimate care is carried out (see our Use of Mobile Phones and Cameras Policy 1.6).

Intimate Care - Safeguarding Children

- Cambridgeshire Local Safeguarding Children Board (LSCB) Safeguarding Procedures will be adhered to, alongside the setting's Safeguarding and Child Protection Policy and Procedures.
- If a member of staff has any concerns about physical or behavioural changes in a child/young person's presentation, e.g. marks, bruises, soreness, they will immediately pass their concerns to the Designated Person for child protection in their setting.
- Where one to one intimate care is required it will be discussed and agreed between the Setting Manager and parents/carers. Intimate care plans will be recorded and signed by those involved.

- Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.
- In the event of an allegation being made against a member of staff, volunteer or student the procedures for Allegations of Abuse (as per the guidance and flow chart) will be followed.

Visits and Outings

- The setting has robust procedures and plans in place for the day-to-day intimate care needs of a child or young person, but further consideration will need to be taken in good time before a trip or for an activity.

Useful contacts

Education Child Protection Service

ecps.general@cambridgeshire.gov.uk

NB- We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/'pull ups' in the setting this may constitute neglect and will be a disciplinary matter.