



# Intimate Care Policy

Policy Ratified: February 2021

*“To support children to succeed academically and be happy, confident, resilient individuals, who are able to embrace the challenges of modern life ”*

To be reviewed: March 2024

### Policy Statement

Kenilworth Early Years unit is committed to an inclusive approach to care and education. As part of our provision, we offer places to children who wear nappies or who need support in toileting, whatever their needs.

Children in nappies or who need toileting support and encouragement will be warmly welcomed and never discriminated against.

We see toilet training as a self-care skill that children learn when they are developmentally ready, with the full support from staff. We work closely with parents to support children in learning the skills required to be independent in their toileting.

It is our intention and commitment to always meet the needs of children in our care and respond to them as their needs arise.

#### Guidelines for Good Practice

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.

Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

The following procedure applies when a child has had a toilet 'accident':

- The child's Key Person will be notified and a trained member of staff will support the child in changing their soiled clothes. The child should be encouraged to be as independent as possible.
- A changing log is kept in each bathroom to record every child who is changed or who has been supported when going to the toilet. It is completed by the trained practitioner who has helped the child.
- The changing/care area for this purpose is in the allocated area in each room that respects privacy for the child, yet also enables the practitioner to be visible to others - thus applying safeguarding procedures both to themselves and the child.

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Each room has a supply of gloves, disposable aprons, wipes and bags to use when changing a child.

- Supply teachers, nursery nurses and practitioners who do not do regular cover, and students or volunteers must not change a child, so that it is done by a known member of staff.
- The member of staff who is to change the child will first inform another member of staff in the room of their intention.
- The child will be taken to the toilet and helped to change his/her clothes as discretely as possible. All wet or soiled clothes will be placed in a plastic bag, labelled and attached to the child's bag ready to go home.
- Staff will always be open about their intention to help change a child. Practitioners are trained in all aspects of safeguarding, have had thorough induction and understand the balance between protecting the privacy of the child whilst being open with the staff team about their intimate care intentions. They will talk to the child at the appropriate level as they support them and engage and interact appropriately, e.g. explaining their actions or by reassuring them.
- Where the child has had a bowel motion the child will be assisted to clean him or herself up. If a child is unable to clean themselves the staff member will assist. The child will be made as clean as is possible without causing discomfort or distress.
- The child will be reassured at all times and not made to feel embarrassed or ashamed.
- If the child is getting upset or is reluctant to be so helped, or he/she is in need of a shower or bath the parents may be called.
- Parents will be informed discretely when they collect.
- School clothing loaned will be expected to be washed and dried and returned to school as quickly as possible.

The following procedure applies for children in nappies:

- Regular nappy changes and checks will be carried out during the session to ensure the needs of the children are met.
- A log is kept in the changing area to record every child who is changed. It should be recorded whether the nappy was wet (W), soiled (S) or dry (D), time of nappy  
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change and initialled by the member of staff. It is completed by the trained practitioner who has helped the child.

- A child should be changed immediately if they soil their nappy or as soon as possible.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. This must be removed after each nappy change, disposed of and new ones worn for the next nappy change. Staff members to wash hands after each nappy change. Children should be encouraged to wash hands as well.
- Staff will ensure the child is fully engaged by talking to them.
- Children in nappies will be expected to have a supply in their home/school bag, along with wipes or given to a member of staff for storage in the unit.
- When providing intimate care, all aspects of the Child Protection Policy and Safeguarding will be adhered here.

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