

## Townhill Infant and Nursery Intimate Care & Nappy Changing Policy

September 2023-September 2026



### **Introduction**

Townhill Infant and Nursery's primary concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy. Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Townhill Infant and Nursery work in partnership with parents/carers to provide continuity of care to children wherever possible.

Townhill Infant and Nursery is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Townhill Infant and Nursery recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress.

### Definition

Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing or bathing.

### Child Protection

- If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to one of the School's designated people responsible for Child Protection, who will follow the procedures outlined in the Child Protection policy. The names of the designated people responsible for child protection at Townhill Infant and Nursery can be found at the main school office and on the signs displayed around the school.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see one of the designated people responsible for child protection at the earliest possible convenience.

Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.

- Townhill Infant and Nursery operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at school.

### General procedures

Children who require intimate care are treated respectfully. For this reason, all staff who provide intimate care are trained to do so, including Child Protection and Health & Safety training. All staff involved have been checked following the Disclosure & Barring Service (DBS) requirements. There is

Careful communication with each child who requires assistance with intimate care in line with their preferred means of communication to discuss the child's needs and preferences. Staff will encourage each child to do as much for themselves as they can and individual intimate care plans will be drawn up for the child if needed.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded and signed by parents in agreement. The needs and wishes of children and parents will be carefully considered alongside any possible constraints. Although not every episode of intimate care will be logged, a copy of a child's Intimate Care Plan along with any changes to the plan and any note-worthy incidents during intimate care will be logged on CPOMS and shared with parents and all appropriate staff.

### Nappy changing procedure

- Intimate care procedures will be carried out by the child's key person wherever possible. At Townhill Infant and Nursery School this person will usually be the child's Individual Needs Assistant. A child will never be supported in intimate care routines by an adult who is not familiar to them.

The member of staff changing the child will inform another member of staff that they are going to do this. • A child will always be consulted before an intimate care routine takes place. This gives the child time to process what is going to happen next.

- Staff will use the children's toilets which are familiar to the children to change them. These areas are enclosed enough to respect the child's privacy, yet are not beyond sight of other staff members. One member of staff will change a child however this will always be in view of another adult with the toilet door open.

Mobile children can be changed standing up. The child's preference/needs will be considered, together with any assessed risks involved.

- Staff will wash their hands and wear fresh aprons and disposable gloves while changing a child.

- Soiled nappies, wipes and gloves will be securely wrapped and disposed of appropriately in the designated covered bin with a disposable liner. The bin will be emptied at least once a week by specialist providers.

- The changing area will be cleaned with a detergent spray or soap and water.

- Hot water and soap is available for staff to wash hands as soon as changing is finished.

- Paper towels are available to dry hands.

A record is recorded of changing.