



Stag Lane Infant & Nursery School

Forever Learners: Achieving our dreams

Policy for intimate and personal care of children

Highly Recommended Policy

Policy written by: Louise Bloomfield

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Reviewed: September 2010

To be reviewed: Annually

Ratified by Governors: July 2010

This policy should be read in conjunction with the school's policies on:

Child Protection/Safeguarding
Health & Safety Policy

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Policy for Intimate and Personal Care of children

Stag Lane Infant & Nursery School 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. Stag Lane Infant & Nursery School recognises that there is a need to treat all children with respect when intimate care is given. Our practice permits and promotes the greatest level of self-care and independence for every child

Definition of Intimate Care in the Nursery:

Intimate Care is any care which involves washing, touching, changing or carrying out an invasive procedure that younger children are not developmentally able to do independently, for example:

- Dressing;
- Changing soiled or wet clothes;
- Changing a nappy or pull up;
- Toileting;
- Washing;
- Application of topical medicines (e.g. sun creams, eczema creams);
- First aid and medical assistance.

Principles of Intimate Care

The provision of personal care may be routine in the Nursery setting for some of the youngest children who have not yet been fully toilet trained. It is also part of the routine care for some children with a disability.

However, the need for personal care occurs from time to time for other children in the Infant School.

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

Every child has the right:

- To be safe;
- To personal privacy;
- to be valued as an individual;
- to be treated with dignity and respect
- to be involved and consulted in their own intimate care to the best of their abilities;
- to express views on their own intimate care and to have such views taken into account
- to have levels of intimate care that are appropriate and consistent.

1.1 All staff working with children hold up-to-date criminal record checks. Staff designated to carry out this work will be properly trained, receive appropriate guidance and know the school's child protection policy, the intimate care policy and other related pastoral care policies.

Students and volunteers are **not** permitted to be involved in intimate care

Staff behaviour is open to scrutiny and staff at Stag Lane Infant & Nursery School work in partnership with parents/carers to provide continuity of care to children wherever possible. The school 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.

1.2 The management of all children with intimate care needs will be carefully planned. The child who requires intimate care is treated with respect at all times; the child's welfare and dignity is of paramount importance.

1.3 A child will be encouraged to attend to their own needs wherever possible and safe to do so – depending on their age and stage of development. It may be possible to provide supervision and guidance, intervening only where necessary or if the child asks for help. The expectation is that staff will work in 'limited touch' cultures and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, it will be of limited duration. Staff will encourage each child to do as much for them self as they can.

1.4 Each child's right to privacy will be respected. Personal care should always be provided in an appropriate area so that the child/young person is afforded privacy. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted or changed. Where possible, one child will be cared for by one adult. When a member of staff is required to provide intimate care they must first notify another member of staff so that they are aware and remain in close proximity.

1.5 If a child has a continuing need for intimate care, for example, they are in a nappy, arrangements will be discussed with parents/carers, and an individual care/support plan will be written and signed. Advice and support from a Health Visitor will be sought where necessary. Meetings will take place between the parents/carers and the school on a regular basis to monitor progress. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation. Parent/carers will provide nappies or pull ups, wipes, nappy sacks and a changing mat (where appropriate). The school will provide gloves and disposable aprons for staff.

1.6 When a child requires intimate care, the member of staff caring for the child will notify another member of staff of the task being undertaken, and it will then be recorded in the 'Intimate Care' record book. Wherever possible the same child will not be cared for by the same adult on a regular basis; all members of Nursery staff are known to the child and will take turns in providing care. This will ensure, as far as possible, that over-familiar relationships are discouraged from developing. Due to the ratio of female to male staff, intimate care will usually be provided by a female member of staff.

1.7 It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication. Depending on their maturity and levels of stress children may communicate using different methods - words, signs, symbols, body movements, pointing, etc.

To ensure effective communication:

- make eye contact at the child's level;
- use simple language and repeat if necessary;
- wait for response;
- continue to explain to the child what is happening even if there is no response; and
- treat the child as an individual with dignity and respect.

If a member of staff has any concerns about physical changes in a child's presentation, e.g. marks, bruises, soreness etc she/he will immediately report concerns to the appropriate person for child protection. A clear record of the concern will be completed and referred on if necessary (see child protection policy).

Responsibilities

Management responsibilities:

- To ensure that staff will receive ongoing training in good working practices which comply with health and safety regulations such as hygiene procedures; manual handling; awareness of medical conditions and associated first aid/ child protection procedures; and other aspects of Intimate Care.
- To keep a record of training undertaken by staff and to ensure that refresh and updating training is provided where required.
- To provide Induction programmes for all new staff and to ensure that all new staff are familiar with the school's Intimate Care policy and relevant Intimate Care procedures.

Staff Responsibilities:

- Staff must be familiar with the Intimate Care policy/procedures.
- Staff must adhere to health and safety and intimate personal care policies and procedures and must report any health and safety concerns to management within the school.
- Designated staff will liaise with parents/carers and other appropriate services over the development and implementation of the agreed Intimate Care Procedures. See attached
- Designated staff will liaise with other professionals regarding specific aspects of Intimate Care if appropriate.

Policy Written	Louise Bloomfield October 2009
Policy Reviewed	September 2010
Policy Shared with staff	September 2010
Head teacher's signature	
Chair of Governors signature	
Review Date	Annually

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Intimate Care Procedures
2010

Procedure for undressing and dressing pupils – after soiling:

(Where a child is heavily soiled the parent/carer will be phoned and given the option of coming to school to change their child)

Ensure:

: you have told another member of staff that you are involved in an intimate care procedure

: This takes place away from others, but that doors a left ajar

1. Ensure you are wearing disposable gloves and a disposable apron
2. Encourage the child to remove clothing from lower body first and to do it independently. Provide help or assistance only when, and if needed
3. Wash/clean as required – again encourage the child to do this independently using wet wipes.
4. Ensure lower regions are covered before removing garments from upper body (if necessary)
5. Give the child the clean clothes (either provided by the parents/carers, or where these are not present lend them some clothes from the Nursery)
6. Encourage the child to dress themselves. Provide help and assistance as appropriate/required.
7. Put the wet or soiled clothes in a plastic bag and ensure the child takes them **home at** the end of the session. **The school will provide a bin for this purpose.** Include a 'green' note, stapled to the outside of the bag to let parents know why their child has been changed. Where appropriate we may speak to the parents as well.
8. Child must then wash their hands, with soap or gel
9. Remove gloves and apron and wash your hands. Dispose of these in the Nappy Bin
10. **IMPORTANT** - Record the care given in the Intimate Care Record Book and sign that a green note has been completed

Procedure for changing nappies:

Ensure privacy before procedure

1. Ensure you are wearing disposable gloves and a disposable apron.
2. Remove clothes from the child's lower body, or provide help if they do can do it independently.
3. Take off the nappy while the child is standing

4. Wipe away the mess using wipes provided. It may be possible to encourage the child to do this for themselves.
5. Ensure the skin is clean and dry.
6. Put on a clean nappy (using a changing mat) or pull up (whilst child is standing). Check that it fits snugly around the waist and legs.
7. Dress the child or allow them to dress themselves if they are able to.
8. Ask the child to wash their hands.
9. Ensure that the soiled nappy is put in a nappy sack or plastic bag and dispose of the nappy using the nappy bin provided
10. Dispose of gloves and apron – in the Nappy bag
11. Wash your hands with soap
12. Record and sign the Intimate Care Record Book *and* in the home school log of their Intimate Care book where this exists, to let parents know that X's nappy was changed today X times at ...am/pm by X.