

# Intimate Care Policy



## Policy

Tiny Oaks Day Nursery has developed this policy in order to ensure that all staff responsible for providing intimate care undertake their duties in a professional manner at all times and treat children with sensitivity and respect.

We are committed to providing intimate care for children in ways that:

- Maintain their dignity.
- Are sensitive to their needs and preferences.
- Maximise their safety and comfort.
- Protect them against intrusion and abuse.
- Respect the child's right to give their consent.
- Encourage the child to care for themselves as much as they are able to and further enhance and develop such skills.

We define intimate care as the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities.

Intimate care includes the following:

- Cleaning babies and children on any parts of their body.
- Application of medical treatment.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

## Procedure

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff have suitable enhanced DBS (Disclosure and Barring Service) checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e., first aid training, specialist medical support

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- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education as laid out in the Working in Partnership with Parents policy. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parents to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a Whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Staff will be trained in behaviour management techniques as applicable
- The nursery conducts regular risk assessments on all aspects of the nursery operation and this area is no exception. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved

## Nappy Changing

Staff who provide intimate care will conduct intimate care procedures in addition to the designated changing times if it is necessary; no child will be left in wet/soiled clothing or nappies.

- Children will be allocated a clean nappy/ pull up, wipes and any other individual changing equipment necessary prior to the nappy change.
- Staff must ensure they are wearing suitable PPE (Personal Protective Equipment) while changing children's nappies/ pull up. PPE must be removed after each nappy change to manage infection control.

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- Changing area must be cleaned and dried using anti-bacterial wipes or sprays.
- Staff must never leave children unattended during a nappy change.
- The changing areas must be warm and comfortable for the children and are private from others to offer privacy for the children.
- Appropriate hand washing and sanitizing and drying facilities must be available for staff to wash their hands before and after changing a nappy/pull up and soiled clothing.
- Any soiled clothing will be placed in a nappy bag and will be returned to parents/carers at the end of each day.
- Any used nappies must be disposed of in a sanitary bin and never disposed in general waste bins.
- If a child requires cream or other medicine during nappy changing time, such as for a nappy rash, this will be provided in accordance with the child's care plan and parental consent must be obtained.
- Nappies must never be left longer than three hours.
- Staff must record every nappy change either using paper nappy charts or digital recording.
- Where children begin to wriggle on nappy changing units' staff must ensure they always gently place one hand on the child and where possible provide mobiles, toys, or positive interactions to distract the child.
- Staff must never use physical force to hold a child down.
- Nappy changing times should encourage bonding times between keyperson and child and should never be rushed.

## Supporting Children with toileting

Older children and those who are more able will be encouraged to use the toilet facilities and will be reminded at regular intervals to go to the toilet. Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands. As children develop bladder control, they will pass through the following three stages:

- The child becomes aware of having wet and/or soiled pants
- The child knows that urination/defecation is taking place and is able to alert a member of staff
- The child realises that they need to urinate/defecate and alerts a member of staff in advance

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During these stages, the key person will assess the child over a period of time to determine:

- If there is a pattern to when the child is soiled/wet.
- The indicators that the child displays when they need the toilet, e.g., facial expressions.

Staff will implement the following strategies to get children used to using the potty/toilet and being independent:

- Familiarise the child with the toilet / potty, washing their hands and flushing the toilet.
- Encourage the child to use the toilet / potty when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet / potty at a time when monitoring has indicated that this is when they would usually need the toilet
- Ensure that the child is able to reach the toilet and is comfortable doing so
- Stay with the child and talk to them to make them more relaxed about using the toilet
- Do not force the child to use the toilet if they do not want to, but still encourage them to do so using positive language and praise
- Deal with any accidents discreetly, sensitively and without any unnecessary attention. Be patient with children when they are using the toilet and use positive language and praise to encourage them.

<i>This policy was adopted on</i>	<i>Signed on behalf of the nursery</i>	<i>Date for review</i>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>