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Greenfield Nursery School Intimate Care Policy & Procedure (non- statutory)

**Person/s Responsible: Mireilli Forrest, Executive Headteacher,
Hayley Nicolas, DHT Greenfield
Danielle Dulieu, School Business Manager (Hurst Drive)**

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Policy Review: September 2025

Statement of Intent

Greenfield Nursery School understands the importance of its responsibility to safeguard and promote the welfare of children. Pupils may require assistance with intimate care as a result of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance. Greenfield Nursery School 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.

The school is 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 or withdraw their consent.
- Encourage the child to care for themselves as much as they are able to.
- Protect the rights of all others involved.

Legal Framework

This policy has due regard to statutory legislation, including, but not limited to, the following:

- Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Education Act 2002
- Education Act 2011
- Control of Substances Hazardous to Health Regulations 2002 (as amended in 2004)

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above-named Act, Greenfield Nursery School will ensure:

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 whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time. We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate 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?

For the purpose of this policy, "intimate care" is the hands-on, physical care in personal hygiene, as well as physical presence or observation during such activities. Intimate care includes the following:

- Body bathing other than to the arms, face and legs below the knee.
- Application of medical treatment other than to the arms, face and legs below the knee.
 - Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

Roles and Responsibilities

The **headteacher** is responsible for ensuring that intimate care is conducted professionally and sensitively by all appropriate members of staff.

The **headteacher** is responsible for ensuring that the intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.

The **headteacher or SENDCO** is responsible for communicating with parents/carers in order to establish effective partnerships when providing intimate care to children.

The **headteacher** is responsible for handling any complaints about the provision of intimate care in line with the school's Complaints Procedure Policy.

All members of staff who provide intimate care are responsible for undergoing training for provision of intimate care.

All members of staff who provide intimate care are responsible for undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

All members of staff are responsible for recording toileting accidents/nappies. Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Parents/carers are responsible for ensuring their children arrive at the setting in a clean/dry nappy – where this is not possible parents/carers are expected to change their child before the start of the session in our onsite facilities

Parents/carers are responsible for liaising with the school to communicate their wishes in regards to the child's intimate care.

Parents/carers are responsible for providing their consent to the school's provision of their child's intimate care.

Parents/carers are responsible for adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

Parents/carers are responsible for providing additional clothing/nappies/wet wipes. If these are not available in the first instance children will be changed into spare clothes available in the setting. If no spare clothes are available, parents will be called.

Procedures for Intimate Care

A caring keyperson system ensures it will almost always be the keyperson who carries out intimate care. The keyperson will understand the child's routines and any special rituals the child enjoys. Intimate care procedures will be discussed with individual families at the home visit or initial starting day. If the Key Person is absent, another familiar member of the team will change the child.

It is important that children are changed in reassuring and caring way by their key person or another member of staff they have a close relationship with, and it is important that we signal our intention to change a child's nappy and ask for the child's consent, as appropriate for their development. That means we do not give children the message that just anyone can pick them up, take them off and undress them. If a child denies consent, parent or guardian will be called.

- Each child using nappies will have a clearly labelled bag allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.
- Before changing a child's nappy, members of staff will put on disposable gloves and aprons, and the changing area will be cleaned appropriately using appropriate cleaning products.
- All changing of children will take place in the toilet area or on a changing unit if it is deemed appropriate.

- Any soiled clothing will be placed in a tied plastic bag in the child's personal box and will be returned to parents/carers at the end of the school day.
- Any used nappies will be placed in a tied plastic bag and disposed of in accordance with the school's Hygiene Policy.
- Any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the Hygiene Policy.
- If a pupil requires cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Administering Medication Policy, and full parental consent will be gained prior to this.
- 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.
- Members of staff will aim to get children used to using the toilet and encourage them to be as independent as possible. 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.

Achieving Continence

At Greenfield Nursery we will encourage all children to achieve continence when they exhibit signs that they are ready. Working in partnership with parents supports consistency at home and in school.

In addition, key people ensure that nappy changing is relaxed and a time to promote independence in young children.

Parental Engagement

The school will liaise with parents/carers to establish individual intimate care programmes for each child which will set out the following:

- What care is required
- Any additional equipment needed
- The child's preferred means of communication, e.g. visual/verbal, and the terminology to be used for parts of the body and bodily functions
- The child's level of ability, i.e. what procedures of intimate care the child is able to do themselves
- Any adjustments necessary in respect to cultural or religious views
- The procedure for monitoring and reviewing the intimate care plan

No intimate care will be carried out without parental consent. Consent is obtained on the initial application to the Nursery School.

Parents/carers will be asked to supply the following items:

- Spare nappies/ underwear
 - Wipes, creams, nappy sacks, etc.
- Spare clothes
- Spare underwear
- Spare shoes

Safeguarding Procedures

The school adopts rigorous safeguarding procedures in accordance with the Child Protection and Safeguarding Policy, and will apply these requirements to the intimate care procedures. The school will

ensure that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

All members of staff will receive safeguarding training on an annual basis and will receive further training and support where necessary.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, bruises or injuries, to the designated safeguarding lead (DSL), name of staff member, in accordance with the school's Whistleblowing Policy.

Any concerns about the correct safeguarding of children will be dealt with in accordance with the Child Protection and Safeguarding Policy and Whistleblowing Policy

Monitoring and Review

This policy will be reviewed annually by the headteacher, DSL and SENCo who will make any changes necessary and communicate these to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Please read this policy in conjunction with
Child Protection Policy
Safeguarding Policy
Whistleblowing Policy
Health and Safety Policy
Teaching and learning policy
Safer recruitment policy

Intimate care Procedure- For Staff

We will follow the Intimate care Procedure below:

1. Gather all the necessary items needed before each change, for example, nappy, wipes, nappy sack, cream if necessary (where cream is used the child should have their own named cream and written permission obtained from the parent) and clothing
2. Put on gloves and apron. **You should use a new set of gloves and apron for each nappy change**
3. Approach the child and say or sign that it's time for a nappy change. You may need to negotiate (e.g. "OK, I can see you're playing, but we need to change your nappy. We'll do it in 2 minutes"). You should never approach a child from behind, pick them up and take them for a nappy change.
4. Take the child with their consent to the toilet area of changing
5. Where possible encourage the child to stand on the floor to be changed.
6. Otherwise, place the child on a changing mat or, if using steps, support the child if necessary to climb up the steps.
7. Remove the child's clothing to access the nappy or wet underwear. Remove and place it inside the nappy sack.
8. If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.
9. Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack and put it in the nappy bin in the toilet area.
10. Put on a clean nappy and apply cream if necessary (see above).
11. If the child is in underwear support the child to put it on themselves
12. Take off the gloves and apron and place them in the nappy bin on the toilet area.
13. When dressing the child encourage them to help if they are able to
14. Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
15. Wash your hands using liquid soap, warm water and paper towels.
16. Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands and record the change on the attached form.

If the child does not consent to be changed, give the child a choice of another adult they would like to change them. If they still do not want to be changed, call the parent who can make the choice to come in and change the child themselves or wait until the end of the session.

Where consent from a child is not given or resistance is demonstrated frequently, staff are advised to speak with a senior member of staff for advice

Toilet Introduction Procedures- For staff and Parents/carers

As children develop bladder control, they will pass through the following three stages:

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

During these stages, members of staff 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 toilet and being independent:

- Familiarise the child with the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice
- Encourage the child to use the toilet when they are using their personal indicators to show that they may need the toilet
- Take the child to the toilet 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
- Don't force the child to use the toilet if they don't 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

Intimate care plan



Name:

DOB:

Photo
Here

Nature of Personal care:

Procedure:

Strategies:

Agreed on _____

Review date _____

Parent in agreement Y/N

Signature _____