



# INTIMATE CARE POLICY

*This policy refers to Wellington Prep School*

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## **INTIMATE CARE POLICY**

All children have the right to be safe and be treated with dignity, respect and privacy at all times. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting.

It should be considered in line with our Safeguarding Policy and Child Protection Procedures, Health and Safety Policy and Administration of Medicines Policy, which is annexed to the First Aid Policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2012 and the Disability Discrimination Act 2005.

### **Intimate Care Tasks**

These are any tasks that involve the dressing and undressing, washing (including intimate parts), helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

### **Partnership with Parents/Carers**

Staff work in partnership with parents/carers to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- What care is required
- The number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following (delete as appropriate):

- Spare nappies
- Wipes, creams, nappy sacks etc
- Spare Clothes
- Spare underwear

### **Best Practice**

When intimate care is necessary (e.g. following soiling), the member of staff will do so with the awareness of a colleague and explain fully each task that is carried out and the reason for it. Staff encourage children to do as much for themselves as they can.

All staff working in our school have a full DBS check.

### **Safeguarding**

Staff are trained on the signs and symptoms of child abuse in line with the Somerset Safeguarding Children Partnership's guidelines and will follow the guidance given in these and in the School's Safeguarding Policy and Child Protection Procedures.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Designated Safeguarding Lead immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the person in charge of that setting (e.g. the Head of Infants and Early Years) will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary, advice will be sought from other agencies.

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy and Child Protection Procedures will be followed.

### **Dealing with body fluids**

Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by use of nappy bins, double bagging etc). When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) and wash themselves thoroughly afterwards.

Soiled children's clothing is bagged to go home. Children are kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.

## **Annex 1 – Changing Children Procedure**

### **Changing Children Procedure**

Wet and soiled children:

1. Collect the child's bag from their peg and check they have a change of clothes. If not, spare clothes can be found in the toilet area.
2. Get ready bags to dispose of waste e.g. nappy sacks.
3. Put on disposable gloves and apron.
4. Remove wet clothes and place into a plastic bag, do not tie until disposable gloves are removed.
5. Clean child using wet wipes provided in the child's bag or by the nursery. Place the soiled wet wipes into a nappy sack. This can be tied and put straight into the white nappy bin/bin using the foot pedal.
6. Remove gloves and apron and place into the bin using the foot pedal.
7. Dress the child in clean clothes and tie up the plastic bag and place into the child's bag ready to go home.
8. GO AND WASH YOUR HANDS.
9. Record the change on the signing out sheet and highlight.
10. If the child has borrowed any nursery clothing this should be recorded in the message book.