



Lavenham Pre-School
Lavenham Village Hall
Church Street
Lavenham
Sudbury
Suffolk CO10 9QT
01787 249738

lavenhampreschool@gmail.com
www.lavenhampreschool.co.uk

Intimate Care Policy

Aims

All children at Lavenham Pre-school have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of Pre-School life. This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It is used in conjunction with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy. This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005.

Children wearing nappies are welcome. We will work with parents to support them with toilet training when they feel their child is ready. We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults. The school will share policy and procedures for dealing with children's general toileting needs with parents or carers. It is important that there is a positive dialogue between home and school about strategies in use with the child so that these can be reinforced as appropriate.

Procedures

It is the right of the child to be treated with sensitivity and respect, and in such a way that their experience of personal care is a positive one. As far as possible the child should be allowed to exercise choice and should be encouraged to have a positive image of their body. The term 'intimate care' covers any task that involves:

- Dressing and undressing
- Washing including intimate parts
- Helping someone use the toilet
- Changing nappies
- Carrying out a procedure that requires direct or indirect contact to an intimate personal area.

We recognise that children will join us having reached differing levels of independence and development in toileting and self-care:

- Key Persons are aware of personalised changing times for the children in their care who are in nappies or 'pull-ups'.
- Children are changed whenever the need arises
- Key persons/teachers undertake to change children in their key groups, a secondary key person will change them if the key person is absent.
- Changing areas are warm and there are safe areas to lay children on if needed.

- Each child has their own nappies, 'pull-ups' and wipes.
- Gloves must be worn and changed in between each child. Aprons are also available for staff if required.
- A clean and comfortable changing mat is used in the changing area for each child. This is cleaned (with antibacterial spray) between each use.
- Key persons recognise that nappy changing is relaxed and a time to promote independence in young children
- Nappies and 'pull-ups' are disposed of hygienically. Soiled clothing is bagged for parents to take home and placed in each child's personal bag.
- Young children are not left in soiled or wet nappies, 'pull-ups' or pants as we have a 'duty of care' towards children's needs and this could be interpreted as neglect.
- Changing area is left clean and ready for the next child.
- Children are encouraged to take an interest in using the toilet; they may just want to sit on the toilet at first.
- Older children can access the toilets whenever they have the need to and are encouraged to be as independent as possible.
- Children are reminded at regular times to go to the toilet.
- New children have a 'tour' of the toilet with their key person to make them feel safe and comfortable.
- Children must wash their hands after using the toilet.
- We recognise that children develop at different rates.

Partnership with Parents/Carers

Staff/ Child's keyworker works in partnership with parents/carers to provide care appropriate to the needs of the individual child. A care plan may be required and this will set out:

- What care is required
- 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

All Parents/Carers are asked to supply the following:-

- Spare nappies /pull-ups, wipes, cream
- Spare Clothes and underwear

Best Practice

- When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it.
- Staff encourage children to do as much for themselves as they can, lots of praise and encouragement will be given to the child when they achieve.

- All staff working in early years setting has an enhanced DBS check. Particular staff members are identified to change a child with known needs and that they plan and record their work with that child.

Dealing with body fluids

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using the disposal bins provided.
- When dealing with body fluids, staff wear protective clothing (disposal plastic gloves and aprons) wash themselves thoroughly afterward.
- Soiled children's clothing will be bagged to go home – staff will not rinse it.
- Children will be kept away from the affected area until the incident has been completely dealt with.
- All staff maintains high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Sensitivity and Respect

- Each child will be spoken to by name and given explanations of what is happening.
- Privacy appropriate to the child's age and situation will be provided.
- The child will be encouraged to care for themselves as far as possible.
- Items of spare clothing will be readily available or provided by parents if the child has a toileting accident.
- Adults should be aware and responsive to the child's reactions.
- Some children refuse or are very reluctant for an adult outside of the family to care for them. In these circumstances special arrangements can be made for a family member to come in.
- The dignity of the child must be respected and so as much as can be kept confidential between child, school and parent is kept confidential.

Safeguarding Children and Adults

- Staff ensure that children are healthy and safe at all times.
- Any safeguarding concerns whilst dealing with intimate care should be reported to the lead safeguarding officer.
- Leaving a child in soiled or wet clothing for any length of time, even if waiting for the arrival of a parent or carer, could be interpreted as a form of abuse.
- The normal process of cleaning a child should not raise child protection concerns, and there are no regulations that indicate that a second member of staff must be available to supervise the process to ensure that abuse does not take place.
- DBS checks are carried out to ensure the safety of the children with staff employed by the school.
- Members of staff must ensure that they do not change or clean a child in a room with the door closed.

Roles and Responsibilities

Parents and carers are made aware of policies and procedures related to intimate care and all specific instances related to their child.

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory (e.g. chair, director or owner) _____