

**Intimate Care Policy**

Review date: August 2025

Next review: August 2026

**Policy Statement**

No child is excluded from participating in our settings 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 achieving continence 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 intimate care as a self-care ability that children have the opportunity to learn with the full support and non-judgemental concern of adults.

**Aims**

**The aims of this policy and associated guidance are:**

* To safeguard the dignity, rights, wellbeing and promote the welfare of children
* To ensure intimate care is carried out properly by staff, in line with any agreed plans
* To provide guidance and reassurance to staff who are required to change a child’s nappy / clothing
* To ensure staff protect themselves and the pupils involved
* To assure parents/carers that staff are knowledgeable about intimate care and that their individual concerns are considered
* To protect children from discrimination, and ensure inclusion for all

*Intimate care refers to any care that involves toileting, washing, changing, touching or carrying out an invasive procedure to children’s intimate personal areas.*

**Basic principles**

At Hirst Wood Nursery School, we will bear in mind the following principles when nappy changing:

* Children have the right to feel safe & secure
* Children will be respected and valued as individuals
* Children have a right to privacy and dignity when staff are supporting their hygiene needs
* Children are supported in their understanding of toileting procedures so that they are supported to independence

**Vulnerability to abuse**

We will ensure that all staff are familiar with our Safeguarding Children Policy and procedures to develop children’s resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by colleagues that they have a secure relationship with, and it is important that we signal our intention to change a child’s nappy / clothing 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. Maintaining children’s privacy and dignity is paramount.

Staff should always inform another member of staff that they are going to change a child this is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices. For colleagues who wear carrying belts around their waist to accommodate visuals etc., tablets must be removed before undertaking intimate care with children -this is part of our culture of safeguarding. For those colleagues who wear an equipment belt around to transport their electronic tablet and other items, this must be removed before entering an area to change children.

**Working with parents/carers**

We will work with parents when attending to nappy changing routines.

* Where parents are present they will be asked to change their own child’s nappy / clothing
* If a child has any disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/carers.
* Where there isn’t an intimate care plan or parental consent for routine care in place, parental permission will be sought before performing any intimate care procedure.
* If the school is unable to get in touch with parents/carers and an intimate care procedure urgently needs to be carried out, the procedure will be carried out to ensure the child is comfortable, and the school will inform parents/carers afterwards.
* Parents will be asked when their child first starts at School whether or not their child has any special words/actions/particular needs during their nappy or clothing changing procedure
* Any significant observations made during a nappy or clothing changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine / frequency of changes etc.)
* We have a daily EYLog record of all children needing changing which may highlight any changes that we need to be aware of
* Parents and carers will be notified throughout the day via EYLog of any intimate care provided

**Intimate care plan**

Where an intimate care plan is required, it will be agreed between the school, parents/carers, the child (where appropriate), and relevant health professionals. The school will take family and child preferences into account to ensure care is delivered sensitively and appropriately. Plans will be reviewed twice a year and updated promptly if needs change.

**Achieving continence**

At Hirst Wood Nursery School, we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, key persons ensure that nappy / clothing changing is relaxed and a time to promote independence in our children.

**Protection for staff and children**

As far as possible, nappy changing procedures will be carried out by a person known well to the child.

* Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy under Toilet, Nappy and Clothing changing.
* Staff will consider children’s privacy and balance with safeguarding and support needs when changing nappies and toileting.
* Intimate care should usually be carried out by one member of staff. Wherever possible, another appropriate adult should be nearby (in the classroom), aware of the task, and the staff member should remain visible and/or audible. More than one member of staff should only be involved if this is specifically required in the pupil’s intimate care plan.
* If a situation arises during intimate care that causes concern, a second member of staff should be called if needed, and the incident reported to a senior member of staff.
* Any concerns about safeguarding, including physical changes in a child’s appearance (e.g. marks, bruises, soreness), must be reported immediately through the school’s child protection procedures.
* If a child is accidentally hurt or an issue occurs during intimate care, the staff member must report it immediately through the school’s child protection procedures.
* If a child makes an allegation against a member of staff, responsibility for that child’s intimate care will be transferred to another staff member immediately, and the allegation will be managed in line with the school’s safeguarding procedures.
* For colleagues who wear carrying belts around their waist to accommodate visuals etc., tablets must be removed before undertaking intimate care with children -this is part of our culture of safeguarding
* Risk Assessments will be carried out for Toileting and Nappy and clothing Changing procedures
* Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling
* All staff at the school who carry out intimate care will have been subject to an enhanced Disclosure and Barring Service (DBS) with a barred list check before appointment, as well as other checks on their employment history.
* Students and volunteers will not be asked to change nappies or clothing.
* Agency staff will not be asked to change nappies or clothing unless employed on a long-term basis
* We record all changes to children that includes date and time of change, wet/soiled, who changed the child

**Nappy / clothes changing procedure**

We will follow the Nappy changing procedure below:

* We have asked parents to send a new, labelled with their child’s name, sealed bag of nappies for those children who need them
* Gather all the necessary items needed before each nappy 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). It is a good idea to have a named box or bag for each child containing these items and spare clothes in case of accidents.
* Wash and dry your hands.
* Approach the child and say or sign that it’s time to be changed. 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 / clothing change.
* For children who require visual support, use the Widgit symbols and an object of reference (nappy) will be also used so that they understand what is going to happen, or use First and Then so that children are able to have some control.
* Place the child on a nappy changing mat or, if using steps, support the child if necessary to climb up the steps.
* Remove the child’s clothing to access the nappy or any clothing that needs changing. Remove the nappy (or wet / soiled clothing) and place it inside the nappy sack (or in the case of clothing, place it in a plastic bag so that it can return home with children at the end of the session. The bag should be tied securely at the top to avoid risk of suffocation when it is placed on the child’s peg. It is helpful if the bag is labelled with the child’s name.)
* If the child’s clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand. Write the child’s name on a label and place on the bag for easy identification.
* 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 a pedal operated bin.
* Put on a clean nappy and apply cream if necessary (see above). During outbreaks of infectious diseases, remove the mask, visor, gloves and apron and place them in a pedal operated bin.
* Dress the child or encourage them to dress as independently as possible, offer support and encouragement. Spray the clothes with Ozone
* Help the child to wash their hands if necessary using liquid soap, warm water and paper towels. Use this opportunity to discuss the importance of hygiene.
* Wash your hands using liquid soap, warm water and paper towels. Antiseptic hand gel is available.
* Escort the child back to the room.
* 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. Antiseptic hand gel and Ozone is available
* Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be double bagged then stored for 72 hours (in the laundry room) before being thrown away in the external bins