

# Intimate Care Policy



The Livingstone Road Primary Federation adopts the principles and procedures of this Policy for both Schools

**Review Cycle: Annual**  
**Last Reviewed: February 2023**

**Responsible for Review: EHT**  
**Next Review Date: February 2024**

## Aims

This policy aims to ensure that:

- Intimate care is carried out properly by staff, in line with any agreed plans
- The dignity, rights and wellbeing of children are safeguarded
- Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- Parents are assured that staff are knowledgeable about intimate care and that the needs of their children are taken into account
- Staff carrying out intimate care work do so with guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved

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

## Intimate Care

Intimate care includes all of the following

- Supporting a child with dressing/undressing
- Providing comfort for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Cleaning a child who has soiled him/herself, has vomited or feels unwell

## Nappy Changing

No child is excluded from participating in our Federation who, for any reason, may not yet be toilet trained and who may still be wearing nappies or pull up trainer pants. We work in conjunction with parent/carers towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time. We view toilet

training as a self-care skill. Children have the opportunity to learn this skill with the full support and non-judgemental support from the staff in the setting.

Facilities are provided to accommodate nappy and pull up trainer pants changing. Children are changed as required. When possible, children will be changed and intimate care carried out by their own Key Person. All staff are familiar with the hygiene procedures and carry these out when changing nappies or pull up trainer pants.

### Responsibilities

- Parents/carers of preschool children should provide a named bag for their child which contains spare underwear and a change of clothes (trousers/leggings, socks, T-shirts, jumpers etc)
- The preschool provides pull up pants and wipes, but if a parent prefers a certain brand they should supply these themselves
- Nappy cream will only be applied when a parent/carer has given permission using a medicine form
- The Key Person/member of staff will collect the child's bag and prepare the changing area before the intimate care commences. They will wear disposable gloves and an apron
- During the intimate care procedure, the Key Person/member of staff will be gentle and will not pull faces or make negative comments about 'nappy contents'. They will not comment about the children's genitals
- Key Persons/staff will ensure that intimate care is a relaxed procedure and a time to promote independence in children
- If the child does not have spare clothing then Federation items will be used
- All dirty and /or wet clothing will be placed in a plastic bag and given to the parent/carer for washing and returning
- It would be appreciated if any of the Federation's items could be returned once washed
- The person carrying out the procedure will record this in the care log book located in the changing area or ask office staff to let parents know

### The Changing Procedure

#### Before changing, prepare the area

- Check that the changing area is clean
- Ensure that the necessary items are available e.g. gloves, aprons, pull up pants, wipes, nappy bags
- Wash hands with warm water and soap. Dry with a paper towel

#### For each child

- Obtain child's bag with changing items and check to see if they have preferred nappies/wipes and have change of clothes ready if necessary
- Put on fresh gloves and an apron

#### Change the Child

- Support the child to walk/climb up to the area if appropriate
- Never leave a child unaccompanied on a changing mat
- Remove the child's nappy or soiled underwear
- Clean the child with wipes. Always wipe the genital area from front to back.

- Apply any barrier cream if the parent/carer has consented to this and ensure a record of application is added to the medicine form
- If the child is toilet training offer them the choice to use the toilet. If they would like to use this, support the child off the changing area and support and encourage them in their use of the toilet
- Put a clean nappy on the child and refasten their clothing. If clothes are soiled change and double bag in nappy sacks
- Support the child off the changing area if they have not used the toilet/potty

### Promote Good Hygiene

- Dispose of the used nappy in the provided bin or for soiled clothing double bag in nappy sacks
- Return all clothing, nappies and resources to appropriate locations
- Clean the changing area with provided cleaning materials and toilet if used
- Wash hands with warm water and soap. Dry with a paper towel
- If toilet training, wash the child's hands or support the child to do so independently.

### Monitoring, Documenting, Communicating

- If any marks, rashes or unusual bowel movements have been witnessed report these accordingly (My Concern and inform Preschool lead or a designated safeguarding lead)
- Document and sign the time of the nappy change and whether the child's nappy was wet, soiled or dry on the nappy change records. For children toilet/potty training record toileting times
- There should be interaction throughout the changing process e.g. through gestures, conversation and songs.

### Toilet Training

Toilet training is a very important milestone for each and every child. The child requires reassurance and guidance at every step to make sure that they are fully supported and encouraged during this stage of their development. It is equally important that we ensure effective partnership and communication with parent/carers in order to give the child continuity between their home and the Federation.

- Children are encouraged, and assisted when needed, to take an interest in using the toilet: they may just want to sit on it and talk to a friend who is also using the toilet
- Children are encouraged to wash their hands and have soap and paper towels to hand. They should be allowed time for some play as they explore the water and the soap
- Older children access the toilet when they have the need to and are encouraged to be independent
- If a child needs support from a member of staff they will wear gloves and if necessary an apron

### Toilet Training Procedure

- Senior staff must ensure that ALL staff in the team are fully aware of the child's stage of toilet training
- Parent/carers wishes must be taken into account at every stage and this must be communicated to the team
- All children at the toilet training stage must be accompanied to the bathroom and supervised and supported whilst in there
- Reassurance and praise should be given at every step
- If a member of staff needs to support a child in the toilet they should wear gloves and an apron
- Children should be supported to wash their hands with soap and water and dried thoroughly

- All visits to the toilet will be recorded and during handover parent/carers will be informed of their child's progress on that day
- If any child is struggling with toilet training techniques, then this will be discussed with the senior team and between staff and the child's parent/carer

### Our Approach

- We will always treat children with respect when intimate care is given
- No child shall be attended to in a way that causes distress, embarrassment or pain
- Staff who provide intimate care are trained to do so (including Safeguarding and Child Protection) and are fully aware of best practice
- There is careful communication with any child who requires intimate care in line with their preferred means of communication to discuss needs and preferences
- Child will be supported to achieve the highest level of independence possible, according to their individual abilities
- Careful consideration will be given to individual situations to determine how many adults should be present during intimate care procedures. Where possible one child will be cared for by one adult unless there is a sound reason for having more adults present
- The needs and wishes of children and parent/carers will be taken into account wherever possible, within the constraints of staffing and equal opportunities legislation

The implementation of this procedure will be monitored by all team members and in particular senior staff. All team members have a duty of care to report any witnessed or suspected breaches of policy and procedure.