



## **Wheatley Nursery School Intimate Care Policy**

**Approved on: January 2025**

**Signed by : *Natalie Wilson***

This policy sets out the clear principles and guidance on supporting children's intimate care needs, whether this is around medical needs or feeding with specific reference to nappy changing.

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 view toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgemental concern of adults.

In line with The Disability Discrimination Act (DDA 2001 amended 2005), Wheatley Nursery School will ensure that 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.

**Intimate care may be defined as any activity required to meet the personal care needs of each individual child.**

Intimate care may involve washing, or cleaning a child if they have soiled him/herself. Intimate care may also involve help with drinking, eating, dressing, supervision of a child involved in intimate self-care and toileting.

It may also require the administration of an insulin injection, EpiPen. In most cases intimate care will involve procedures to do with personal hygiene and the cleaning of equipment associated with the process. In the case of a specific procedure only a person suitably trained and assessed as competent will undertake the procedure. Any additional training will be provided by the school.

## **Aims**

The aims of this policy and associated guidance are:

- To safeguard the dignity, rights and well-being of children
- To provide reassurance to staff and parent/s

- To assure parents that staff are knowledgeable about intimate care and that their child's individual needs and concerns are taken into account

### **Basic Principles**

At Wheatley Nursery School we will bear in mind the following principles when nappy changing:

- Children will be respected and valued as individuals
- Children have the right to feel safe and secure
- Children have a right to privacy/dignity when staff are meeting their needs
- Children are supported in their understanding of toileting procedures so that they are led 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 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.

Changing should always happen within view of any adult who enters the bathroom area. The toilet area is arranged to maintain dignity and sufficient privacy, but is within the main toilet room. In order to maintain a culture of openness which safeguards children and ensures all adults follow safe working practices, staff must position themselves where they can be seen by others.

It is essential that if any member of staff has a concern about safe and appropriate nappy changing that they raise their concern immediately with the Designated Safeguarding Lead

### **Working with Parents/Carers**

Partnership with parents is an important principle in any school and is particularly necessary in relation to children needing intimate care. Much of the information required to make the process of intimate care as comfortable as possible is available from parents, including knowledge and understanding of any religious/cultural sensitivities.

Prior permission must be obtained from parents before Intimate care procedures are carried out. Parents should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met. This will include

involvement with support and outcome plans, Health Care Plans and any other plans which identify the need for intimate care where appropriate. Exchanging information with parents is essential through face-to-face contact, telephone or written correspondence..

### **Achieving Continence**

-At Wheatley Nursery School we will encourage all our children to achieve continence when they exhibit signs that they are ready. In addition, all staff ensure that nappy changing is relaxed and a time to promote independence in young children.

### **Protection for Staff**

As far as possible, intimate care procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

- Staff will be trained in good working practices.
- Staff will inform another member of staff discreetly that they are taking the child to carry out a care procedure
- If a situation occurs that causes staff concern, a second member of staff should be called if necessary and the incident reported to the line manager and recorded
- Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Designated Safeguarding Lead immediately.
- Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling
- Students will only change nappies, as part of their training, if they have developed a close and trusting relationship with the child and with the agreement of their supervisor/mentor.
- Volunteers will not change nappies

### **Nappy Changing Procedure**

We will follow the Nappy changing Procedure below:

- The toilet will have all the necessary items needed. 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).
- Wash and dry your hands.
- Put on gloves - you should use a new set of gloves for each nappy change.

- 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.

- Place the child on a nappy changing mat, unless it is easier to change the child whilst they are standing up.

- Remove the child's clothing to access the nappy. Remove the nappy and place it inside the nappy sack.

- If the child's clothes are soiled, they should be bagged separately and sent home, they should not be rinsed by hand.

- 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.

- Put on a clean nappy and apply cream if necessary (see above).

- Take off the gloves and apron and place them in the nappy bin.

- Dress the child

- Help the child to wash their hands if necessary using liquid soap, warm water and paper towels

- Wash your hands using liquid soap, warm water and paper towels.

- Take 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.