

Holy Rosary Nursery School

Intimate Care

Policy

Ratified by Governors: September 2020

Signed:

Reviewed: Annually September

All staff who provide intimate care to children have completed child protection training and will undertake their duties in a professional manner at all times. No child should be attended to in a way that causes distress or pain.

To promote self-help skills and independence, children will be encouraged to toilet fully independently. However, there may be times when children will need adult support with changing and care. Parental consent for this will be sought prior to the settling in process and this consent permits staff to change children as necessary.

All intimate care support will be recorded by the staff member who attends to the child and parents/ carers will be made aware of any clothing changes. The school maintains a small supply of clothes whereby a child can be changed and made comfortable, if a change of clothes is not available in the child’s school bag. Should a child be heavily soiled and in need of a full wash, home will be contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

***Staff Code of Conduct***

All actions concerning children must uphold the best interests of the child. The child’s safety, privacy, and dignity should always be paramount. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.

The following procedures must be observed at all times:

* We gain parental permission at the beginning of every year to allow staff to clean and undress children if they have a toileting accident are hurt or unwell. Only children whose parents have given permission for them to be changed may be changed. The Parent / carer of those for whom parental consent has not been received should be telephoned instead. A list of any children who may not be changed will be clearly sited for all staff to check.
* Due to the difficulty supervising the rest of the class, two members of staff will not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child. **Casual substitute staff or students/volunteers should not provide intimate care.**
* To provide visual access, the bathroom door should remain open at all times.
* While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.
* Staff must wear disposable gloves when changing a child.
* Children should be encouraged to remove the clothes to be changed by themselves where possible.
* If required, children will be given a baby wipe to freshen themselves.
* Children should be encouraged to dress themselves with help being given when necessary.
* A note of the change must be entered on the Intimate Care record sheet (Appendix 3 - kept inside bathroom cupboard) and signed by the staff member involved. Wet / soiled clothes are to be placed in a sealed plastic bag for return to parent and hung on the child’s peg and the parent/ carer informed at the end of the session.
* A child who is asking for help in the toilet should be encouraged and directed how to clean themselves where possible. Where intervention is necessary, the other member of staff should be alerted, and the Intimate Care record sheet signed by both staff members on completion.
* In some instances more specialised intimate assistance may be needed for children with physical or medical difficulties. In such cases an individual intimate care plan will be drawn up for a child requiring such assistance, and will be carefully planned and agreed in consultation with parents and child. (Appendix 1 / 2)

# ADDENDUM FOR COVID-19

# ‘if a change of clothes is not available in the child’s school bag.’ Children not allowed to bring bags into the setting. Plastic bag provided for each child on their coat hook and parents requested to leave change of clothes inside the bag supplied. Refreshed clothing to be placed by parents inside a new bag provided by setting and left aside for 72 hours.

* ‘**Staff must wear disposable gloves when changing a child.’**

If a child needs direct personal care and the attending adult

cannot maintain a distance of 2 metres then alongside the disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the attending adult.

**Monitoring and evaluation**

This policy will be reviewed and monitored in line with the school’s policy review schedule.

# Appendix 1 Permission for Intimate Care

|  |  |
| --- | --- |
| **Child:**  |  |
| **DoB:**  |  |
| **Address:**  |  |
| **Parent/guardian:**  |  |
| **I/we give permission for the assistance detailed overleaf to be provided to my/our child, and will advise the school of any change that may affect this provision.** **Signed:**  |
| **I, the child, give permission for the assistance detailed overleaf to be provided to me.****Signed:**  |

**Appendix 2**

|  |
| --- |
| Holy Rosary Nursery School **Intimate Care Plan** |
| **Pupil:**  |  | **DoB:** |
| **Diagnosis:**  |  |
| **Details of Assistance Required:**  |
| **Timetable:**  |  |
| **Persons assisting:**  |  |  |
| **Alternative arrangements:**  |  |  |
| **Location/equipment:**  |  |  |

|  |  |  |
| --- | --- | --- |
| **Designation**  | **Signature**  | **Date**  |
| **Parent**  |  |  |
| **Staff** |  |  |
| **Staff** |  |  |
| **Principal**  |  |  |

**Appendix 3**

|  |
| --- |
| **Holy Rosary Nursery School****Intimate Care Record**  |
| **Date** **and time** | **Incident – who, what, where** | **Action taken** | **Staff involved** | **Parents signature?** | **Phone call to parent?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |