

## Toileting & Intimate Care Nursery Policy

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<b>Approved By</b>	Local Governing Board
<b>Approval Date</b>	March 2021
<b>Policy Review Date</b>	March 2022

# **NURSERY GUIDANCE ON TOILETING AND PROVISION OF INTIMATE CARE**

## **1. INTRODUCTION**

1.1 The Intimate Care Guidelines apply to everyone involved in the intimate care of children.

1.2 These guidelines should be read in conjunction with other policies the school may hold, for example:

- Child Protection and Safeguarding Policy
- Health & Safety Policy
- Guidance on toileting and provision of intimate care- for children in Reception to Year 6.

1.3 The term parent/s is used to refer to parents, carers and legal guardians

## **2. DEFINITION OF INTIMATE CARE**

2.1 Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, special educational needs associated with learning difficulties, medical needs or needs arising from the child's stage of development. Care may involve help with drinking, eating, dressing and toileting. Help may also be needed with changing colostomy bags and other such equipment. It may also require the administration of rectal medication.

2.2 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 should undertake the procedure.

## **3. AIMS**

3.1 All children have the right to be safe, to be treated with courtesy, dignity and respect and to be able to access all aspects of the educational curriculum and Portswood Primary School will work:

- To ensure that pupils with continence difficulties are not discriminated against in line with the Equalities Act 2010
- To provide help and support to pupils in becoming fully independent in personal hygiene
- To treat continence issues sensitively so as to maintain the self-esteem of the child
- Work with parents in delivering a suitable care plan where necessary
- To ensure that staff dealing with continence issues work within the guidelines that protect themselves and the pupils involved (as set out in Health & Safety Policy and Child Protection & Safeguarding Children Policies)

## **4. PARTNERSHIP WITH PARENTS**

4.1 The staff work hard to build effective relationships with parents of children attending Portswood Primary Nursery. Partnership is particularly necessary in relation to children needing intimate care.

4.2 Any particular needs a child may have will be dealt with sensitively and appropriately, working with parents to ensure that each child can access the curriculum.

## **5. TOILETING AND INTIMATE CARE PROCEDURES**

5.1 Staff will follow agreed protocols (see Appendix A) when attending to the care or continence needs of a child.

5.2 When dealing with personal care, staff will follow agreed health and safety procedures (see Appendix B) to protect both the child and the member of staff.

5.3. Working in partnership with parents and exchanging information (see Appendix C) with parents is essential; parents should be encouraged to work with staff to ensure a consistent approach.

## **6. SAFEGUARDING**

6.1 It is essential that all staff are familiar with the school's Child Protection and Safeguarding policies and procedures.

6.2 The normal process of changing continence or wet/soiled clothes 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 changing process. If there is known risk of false allegation by a child, then a single practitioner will not undertake changing.

6.3 DBS checks will be carried out for all staff to ensure the safety of children.

6.4 A student on placement will not change a child unsupervised.

6.5 If a child is hurt accidentally, he or she should be immediately reassured, and the adult should check that he or she is safe, and the incident reported immediately to the designated line manager.

6.6 Action should be taken immediately should there be a discrepancy of reports between a child and the personal assistant, particularly with reference to time spent alone together.

6.7 It is advised that the support role be changed as quickly as possible, should such a discrepancy occur and then reviewed on a regular basis.

6.8 Where there is an allegation of abuse, the guidelines in the Child Protection procedures should be followed.

## **7. RECRUITMENT**

7.1 Recruitment and selection of all candidates for posts follows the DBS procedure, equal opportunities and employment rights legislation, and with regard to guidance and legislation detailed in Safeguarding Children and Safer Recruitment in Education.

7.2 Candidates should be made fully aware of what will be required and detailed in their job description before accepting the post.

7.3 Enquiries should be made into any restrictions the candidate may have which will impede their ability to carry out the tasks involved. This will enable employers to identify and provide necessary support and adjustments that are practical.

7.4 No employee can be required to provide intimate care.

## **8. MONITORING AND REVIEW**

8.1 The Nursery teacher/ Assistant Vice Principal will take responsibility for monitoring that agreed procedures are being followed and are meeting the needs of children and families.

8.2 It is the Nursery teacher/ Assistant Vice Principle responsibility to ensure that all practitioners follow the school policy.

8.3 Any concerns that staff have about child protection issues will be reported to the DSL and subsequently the Head of School for further referral if appropriate.

## **APPENDIX A**

### **Protocol for changing nappies**

#### Guidelines:

1. Gather all items needed to change a nappy e.g. nappy, wipes etc.
2. Take the child calmly to the nappy changing area with another adult.
3. The child's named person is to change the nappy where possible and the other adult is to wait by the door in an unobtrusive way.
4. Wash your hands and dry your hands.
5. Put on gloves and apron. Note- A new pair of gloves and apron should be worn for each nappy change.
6. Place the child on the changing mat.
7. Remove the child's clothing to remove the nappy and place in nappy bag.
8. Wipe the children from front to back and replace nappy with clean nappy.
9. Used nappy and wipes to be discarded in nappy bin.
10. Take off the gloves and apron and dispose in nappy bin.
11. Help the child to dress themselves
12. Adult at the door to leave and go back into Nursery.
13. Child and adult to wash hands
14. The adult who changed the child to write date, time, type of change and name on the child's nappy changing record- to be stored in the nappy changing room- as per the confidentiality act.
15. Take the child back to the Nursery.
16. Parents/Carers to be notified of the change and time.

### **Protocol for changing pull ups**

#### Guidelines:

1. Take the child's pull up bag to the toilet.
2. The child's named person where possible takes the child calmly to the toilet another adult is notified. The adult notified is to remain in sight and sound of the toilet area.
3. Wash hands and dry your hands.
4. Put on gloves. Note- A new pair of gloves should be worn for each pull up change.
5. The child **stands** and together the adult and child remove clothing to access the pull up.
6. Help the child remove the pull up and place the pull up in a nappy bag and then in the pull up bin.
7. If the pull up is soiled help the child to wipe from front to back with toilet paper. Toilet paper to be disposed in the toilet.
8. Child to be supported in putting on their own pull up.
9. Take off the gloves dispose in pull up bin.
10. Help the child to dress themselves

11. Child and adult to wash hands
12. The adult who changed the child to write date, time, type of change and name on the child's changing record- to be stored in the toilets in keyworker groups as per the confidentiality act.
13. Take the child back to the Nursery.
14. Parents/Carers to be notified of the change and time.

### **Protocol for changing wet/soiled pants**

#### Guidelines:

1. Take the child's spare clothing bag to the toilet.
2. The child's named person where possible takes the child calmly to the toilet another adult is notified. The adult notified is to remain in sight and sound of the toilet area.
3. Wash hands and dry your hands.
4. Put on gloves. Note- A new pair of gloves should be worn for each change.
5. The child **stands** and together the adult and child remove clothing to access the wet/soiled pants.
6. Help the child remove their pants and place wet/soiled pants in a plastic bag.
7. If the child needs support to get clean help to wipe from front to back with toilet paper. Toilet paper to be disposed in the toilet.
8. Child to be supported in putting on their clean clothes - where needed.
9. Take off the gloves dispose in pull up bin.
10. Child and adult to wash hands
11. The adult who changed the child to write date, time, type of change and name on the child's changing record- to be stored in the toilets in keyworker groups as per the confidentiality act.
12. Take the child back to the Nursery.
13. The plastic bag with wet/soiled pants in label and hang on wet clothing pegs.
14. Parents/Carers to be notified of the change and time.
15. Discreetly hand parents the plastic bag containing wet/soiled pants and clothing.

## **APPENDIX B**

### **Health and Safety Procedures**

When dealing with personal care and continence issues, staff will follow agreed health and safety procedures:

- Staff to wear disposable gloves and aprons while dealing with the incident
- Changing area to be cleaned after use
- Hot water and liquid soap available to wash hands as soon as the task is completed
- Paper towels available for drying hands

## **APPENDIX C**

### **Letter for changing nappies**

Dear Parents/Carers,

Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at  
\_\_\_\_\_. Please replace your child's nappies and/or spare clothes in their  
changing bag.

Thank you

### **Letter for changing pull ups**

Dear Parents/Carers,

Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at  
\_\_\_\_\_. Please replace pull ups and/or spare clothes in their changing bag.

Thank you

### **Letter for wet/soiled pants/clothes**

Dear Parents/Carers,

Your child \_\_\_\_\_ was changed today by \_\_\_\_\_ at  
\_\_\_\_\_. Please wash and return nursery clothes/their own clothes.

Thank you

