



# Waterton Pre-Schools

Intimate Care Policy



## WATERTON PRE-SCHOOLS

### Intimate Care Policy

It is our intention to develop independence in each child, however there will be occasions when help is required. This policy applies to everyone involved in the intimate care of children within Waterton Pre-Schools.

‘Intimate care may be defined as an activity required to meet the personal care needs of each individual child in partnership with the parent, carer and/or the child.’

In Pre-School this may occur on a regular basis or during a one-off incident.

Waterton Pre-Schools is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. We recognise that there is a need to treat all our children with respect when intimate care is given. All staff must be sensitive to each child’s individual needs.

Intimate care is any care which involves one of the following:

1. Assisting a child to change his/her clothes
2. Changing or washing a child who has soiled/wet him / herself
3. Assisting a child to apply sun cream
4. Providing first aid assistance
5. Providing comfort to an upset or distressed child
6. Assisting a child who requires a specific medical procedure\*\* and who is not able to carry this out unaided.

\*\* In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Parents have the responsibility to advise the school of any known intimate care needs relating to their child.

Those children with an identified need for **daily** intimate care will have an individual care plan in place which has been agreed and signed by parents and carers.

#### Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based:

- Every child has a right to be safe;
- Every child has the right to personal privacy;
- Every child has the right to be valued as an individual;
- Every child has the right to be treated with dignity and respect;

- All children have the right to be involved and consulted in their own intimate care to the best of their abilities;
- All children have the right to express their views on their own intimate care and to have their views taken into account; and
- Every child has the right to have levels of intimate care that are appropriate and consistent.

### **Assisting a child to change his / her clothes**

Children may require some assistance with changing if, for example, he / she has an accident at the toilet, gets wet outside, or has vomit on his / her clothes etc.

Staff will always encourage children to attempt undressing and dressing unaided. However, if assistance is required this will be given.

Staff will always ensure that a colleague has been alerted, when supporting dressing/undressing. If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.

### **Changing a child who has soiled/wet him/herself**

If a child soils/wet him/herself in Pre-School a professional judgement has to be made whether it is appropriate to change the child in school, or request the parent/carer to collect the child for changing.

In either circumstance the child's needs are paramount and he/she should be comforted and reassured throughout. The following guidelines outline our procedures but we will also seek to make age-appropriate responses.

- Staff will not access any belongings stored in the changing area whilst intimate care is being administered.
- The child will be given the opportunity to change his / her underwear in private and carry out this process themselves.
- School will have a supply of wipes, clean underwear and spare uniform for this purpose.
- If a child is not able to complete this task unaided, assistance will be given. Staff will always ensure that they have made a colleague aware when supporting dressing/undressing and will always give the child the opportunity to change in private, unless the child is in such distress that it is not possible to do so.
- If staff are concerned in any way parents will be sent for and asked to assist their child and informed if the child becomes distressed.
- If the parent/carer is unable to come to school within an appropriate time frame, the child will be accompanied and supported by a staff member until they arrive. This avoids any further distress and preserves dignity.
- The member of staff who has assisted a pupil with intimate care will complete the appropriate record which is provided to parents/carers.

**When changing a child who has wet / soiled themselves, staff must:**

- Ensure that the action they are taking is necessary. (Where possible the child should do things for themselves).
- Ensure the child is happy with who is changing him / her.
- Communicate with the child in a calm manner.
- Be responsive to any distress shown.
- Always wear protective disposable gloves and a disposable apron.
- Seal any soiled clothing in a plastic bag for return to parents.

**Assisting a child to apply sun cream**

Parents and carers will be advised to apply sun cream to their child before they come to Pre- School if the weather is particularly hot. During the Pre-School day it may be necessary to reapply sun cream. Children should bring sun cream in a named bottle. The sharing of sun cream between children is not permitted. If a child has not brought sun cream and it is felt necessary that they need some, a phone call will be made to parents / carers. Children will be encouraged to bring 'spray' sun cream as the application of this can be easily supported by an adult. The staff member can spray the cream onto the child's arms / hands without unnecessary physical contact and allow them to apply it to themselves. Time will be given in class before playtimes/lunchtimes for the application of sun cream so that children can be advised and given the time to apply it. Where possible in the case of extreme hot weather the children will be encouraged to access shade or brought into school out of the direct sun.

**Providing first aid assistance**

Providing first aid to children is a daily occurrence and often requires physical contact or intimate care. If this is necessary the staff member carrying out the first aid should ask permission from the child, e.g. Can I look at your leg? Can I feel your head? They should talk to the child about what they are doing, e.g. I am just going to wipe your knee. If removal of clothing is required to check an injury, permission from the child should be sought and a second colleague must be informed. All care provided will be recorded in the accident book.

In the case of more significant injuries children should **not** be lifted up or moved unless deemed absolutely necessary by a qualified paediatric first aider, in order to prevent them from coming to any other significant harm. If a child is not able to get up then a first aid trained member of staff must attend to them until a time when they can get up or a time when it is deemed necessary to call an ambulance.

**Providing comfort to an upset or distressed child**

There are situations and circumstances where children seek physical comfort from staff.

Where this happens staff need to be aware that any physical contact must be kept to a minimum. If physical contact is deemed to be appropriate, staff must provide care which is professionally appropriate to the age and context.

**Assisting a child who requires a specific medical procedure and who is not able to carry this out unaided.**

Our Medication Procedure outlines arrangements for the management of the majority of medications in school. Parental permission must be given before any medication is dispensed in school. A small number of children will have significant medical needs and in addition to the arrangements included in our Administration of Medications Policy will have an Individual 'Care Plan'. This Care Plan will be formulated by the relevant medical body. If required, staff will receive appropriate training.

### **Guidelines For Good Practice**

All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children. Young children and children with special educational needs can be especially vulnerable. Staff involved with their intimate care need to be particularly sensitive to their individual needs.

Members of staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some forms of assistance can be open to misinterpretation. Adhering to the following guidelines of good practice should safeguard both children and staff.

1. Involve the child in the intimate care. Try to encourage a child's independence as far as possible in his or her intimate care. Where a situation renders a child fully dependent, talk about what is going to be done and, where possible, give choices. Check your practice by asking the child or parent about any preferences while carrying out the intimate care.
2. Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation.
3. Make sure practice in intimate care is consistent. As a child may have multiple carers a consistent approach to care is essential. Effective communication between all parties ensures that practice is consistent.
4. Be aware of your own limitations. Only carry out activities you understand and feel competent with. If in doubt, ask. Some procedures must only be carried out by members of staff who have been formally trained and assessed.
5. Promote positive self-esteem and body image. Confident, self-assured children who feel their bodies belong to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be both efficient and relaxed.
6. If you have any concerns you must report them. If you observe any unusual markings, discolouration or swelling report it immediately to a Designated Safeguarding Lead. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to a Designated Safeguarding Lead. Report and record any unusual emotional or behavioural response by the child.

**Appendix 1: Individual Toileting and Intimate Care Plan**

**Individual Toileting and Intimate care Plan**

Pre-School:
Name of Child:
Summary of Toileting Needs:
Summary of any medical information shared: <i>Preferably attach written documentation from professionals involved in the child's care e.g. GP or Health Visitor</i>
Where changing will take place:
What items will be used: e.g. wet wipes and who will provide these? <i>Usually the parent/carer</i>
Any specific needs relating to the child:
Special arrangements for trips/outings:
Agreed target for this Care Plan:
How often will the plan be reviewed? <i>Usually this will be every half term</i>
Date of Review:
Summary of discussion at the review and any actions agreed:

## **Appendix 2: Personal Care Procedures**

### **Waterton Pre-Schools Personal Care Procedures**

The staff at Waterton Pre-Schools will follow agreed procedures:

- Change the child's clothing as appropriate, as soon as possible.
- Use appropriate cleaning products provided by the parent/carer and adhere to health and safety procedures.
- Inform parent/carer that a continence issue has arisen during the session.
- Contact a parent/carer only where soiling is severe and/or linked to illness e.g. sickness and diarrhoea, or when a child refuses to let a member of staff help change their clothing.
- Ensure that privacy and dignity are maintained during the time taken to change the child.

### **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, including visors if required.
- 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 3: Individual Toileting and Intimate Care Plan Agreement

#### Individual Toileting and Intimate Care Plan Agreement

##### The Parent/Carer:

- I agree to ensure that the child is changed at the latest possible time before being brought to Pre-School.
- I will provide the school with nappies, wet wipes, nappy sacks and any other changing items required.
- I will provide the school with spare underwear and clothes.
- I will wash and return any items loaned in an emergency e.g. spare trousers.
- I understand and agree to the procedures that will be followed when my child is changed at Pre-School.
- I agree to inform Pre-School of any significant changes affecting my child.
- I agree to review these arrangements every half term.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

##### The Pre-School:

- We agree to change / support changing as required.
- We agree to monitor the number of times the child is changed in order to identify progress made.
- We agree to report should the child be distressed, or if marks/rashes are seen.
- We agree to review arrangements every half term.

Signed: \_\_\_\_\_

*(Member of Staff on behalf of the Pre-School)*

Date: \_\_\_\_\_



**Appendix 4: Intimate Care Task Record**

**Intimate Care  
Nappy and Trainer Pants Changing Record**

Note: Time, Type of Nappy/Trainer Pants/Clothing  
S= Soiled W= Wet

Date: -

Name	Mon		Tues		Wed		Thurs		Fri	