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## **Intimate Care Policy**

*In Shaftesbury Nursery School, we believe that children should be supported in their personal development.*

All permanent staff provide intimate care to children as required and all staff have completed child protection training. The school has a Staff Code of Conduct in place and staff will always undertake their duties in a professional manner. No child should be attended to in a way that causes distress.

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. At the start of the school year, parents/carers are asked to leave a clean supply of clothes on the child's nursery peg so that a child can be changed and made comfortable. This change bag remains in school. Should a child be badly soiled, parents/carers will be contacted and the child should be collected and taken home, where they can be washed and made more comfortable.

### **Staff Conduct**

All actions concerning children must uphold the best interests of the child as a primary consideration. 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 always be observed:

- 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 displayed 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. They will also inform the other staff member when finished.
- To provide visual access, the bathroom door should always remain open.
- 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 in the record book and signed by the staff member. Wet / soiled clothes are to be placed in a bag on the child's nursery peg with a copy of the record sheet put in the child's cubby box.
- 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 informed when complete.
- Should a child be heavily soiled and in need of a full wash, home should be contacted, and the child should be collected and taken home from school to be made more comfortable.

All pre-school children may occasionally have toileting 'accidents' and staff willingly deal with these. However, if a child had to be frequently changed, then the teacher will discuss this matter with his/her parent/carer to agree a plan of action that meets the needs of the individual child.

**Monitoring and evaluation**

Policy Ratified: March 2019

Signed by Principal: .....

Signed by Chair of Governors: .....

Policy reviewed: September 2022



## Appendix 1

### **INTIMATE CARE (Toileting Procedures) – A GUIDE FOR PARENTS**

All children accepting places in the school should ordinarily be fully independent in toileting during school sessions. If a child has a recognised special need or medical condition, this should be brought to the principal's attention before enrolment so that every effort can be made to arrange support with the appropriate bodies to enable effective access for the child.

Accidents occasionally happen, particularly during the settling-in period. This is a big transition for children, full of new experiences and possible uncertainties. [We ask you to work with us to minimise any potential problems, by helping your child to understand our toileting arrangements.](#)

- ✓ Children will not need to seek permission to use the toilet. They will be encouraged by staff to simply go to the toilet area when they feel the need to.
- ✓ Children should be dressed in clothing which is easy for them to adjust independently. Belts and buttons can take up valuable time, so avoid them when selecting clothes for your child. The school uniform of navy joggers or navy leggings can help your child to manage well.
- ✓ When you first bring your child to school accompany them to the toilet area, remind them about routines for hygienic use of the toilet:
  - one person in the toilet at a time.
  - sit/stand until toilet is finished (*being careful about aim!*).
  - wipe their body carefully with toilet paper.
  - flush the toilet.
  - replace all clothing before leaving the toilet.
  - wash and dry hands carefully.

Children should seek assistance if they are having difficulty and help will be given wherever possible. It is important to remember there are generally 26 children and two members of staff. It is not always possible to be available at the vital second when a child needs a helping hand.



If, despite our joint efforts, your child does have an accident and “wets” themselves, we will, with your written consent, assist them to change into dry clothes. **Please read our Intimate Care Policy for details of how we manage this.** If your child is uncomfortable or distressed in this situation we will contact you.

We do not have the facilities or staffing provision to change children who soil and require cleaning and bathing to refresh them. ***This requires a level of intimate care which we cannot normally provide.*** If your child soils we will, if possible, and with written parental consent, encourage them to clean themselves, however we may need to contact you or the people you identify as emergency contacts, who should be available to come to the school immediately to clean/change the child or take them home for bathing. We consider the well-being and voice of the child at the core of our practice.

*If your child is not toilet trained on entry to nursery, and there is no additional staffing made available by the Education Authority, we will make reasonable adjustments so that they can attend school. We do not have the necessary staff to change children on a regular basis, and consequently a parent or other adult nominated by the parent will need to make arrangements to change the child when required.*

Toileting is a normal part of our lives and your child should be familiar with school routines. This will enable them to avoid accidents and make the most of their time in school free from worry.

Please read this parent guide along with our [Intimate Care Policy](#) and our [Policy for Phased Induction](#).