**Introduction**

This policy outlines the procedures and guidelines for providing intimate care to children in our nursery school. Our aim is to ensure that all children are treated with dignity, respect, and sensitivity during intimate care activities.

**1. Training and Consent**

* **Staff Training**: All staff members are trained in intimate care procedures and have completed child protection training. They understand the nursery’s policies and guidelines and will always undertake their duties in a professional manner.
* **Parental Consent**: Obtain written consent from parents or guardians for intimate care activities prior to the settling-in process. This consent permits staff to change children as necessary.

**2. Environment and Preparation**

* **Private and Safe Area**: Prepare a clean, private, and safe area for intimate care. Ensure all necessary supplies (gloves, wipes, clean clothes) are readily available.
* **Hand Hygiene**: Staff must wash their hands thoroughly before and after providing care and wear disposable gloves and an apron.

**3. Communication with Children**

* **Child’s Comfort**: Explain the process to the child in a way they can understand. Use simple language and reassure them throughout the process, using visuals if necessary.
* **Respect and Dignity**: Always respect the child’s privacy and dignity. Use a calm and gentle tone.

**4. Intimate Care Procedures**

* **Nappy/Underwear Changing**:
  + Lay the child on a clean changing mat.
  + Remove the soiled nappy/underwear and clean the child’s skin with wipes.
  + Apply any necessary creams or ointments.
  + Put on a clean nappy/underwear.
* **Toileting Assistance**:
  + Assist the child to the toilet if needed.
  + Help them with wiping and ensure they wash their hands afterwards.
* **Dressing/Undressing**:
  + Help the child change clothes if necessary, ensuring they are comfortable and warm.

**5. Managing Toileting Accidents**

* **Stay Calm**: Approach the situation calmly and reassure the child.
* **Privacy**: Provide as much privacy as possible while managing the accident.
* **Cleaning Up**:
  + Remove the soiled clothing and place it in a plastic bag.
  + Clean the child with wipes and help them into clean clothes.
  + Dispose of gloves and wipes in a sanitary manner. Wash hands thoroughly after the process.
* **Informing Parents**: Inform the child’s parents or guardians about the accident and how it was handled. Keep the conversation positive and supportive.

**6. Safeguarding**

* **Supervision**: Ensure that intimate care is provided in a way that safeguards both the child and the staff member. Avoid being alone with a child during intimate care whenever possible.
* **Reporting Concerns**: Report any concerns about a child’s welfare or any incidents during intimate care to the designated safeguarding lead immediately.

**7. Documentation and Review**

* **Record Keeping**: Document each instance of intimate care, noting the date, time, and any observations or concerns. 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.
* **Regular Reviews**: Regularly review the care plans with parents and update them as needed. Seek feedback from parents and the child to ensure their needs are being met.

**8. Preventive Measures**

* **Regular Toilet Breaks**: Encourage regular toilet breaks to prevent accidents. Remind children to use the toilet even if they don’t feel the urge.
* **Positive Reinforcement**: Praise and encourage children when they use the toilet successfully to build their confidence.

**9. Staff Code of Conduct**

* **Best Interests of the Child**: 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 their behaviour towards the children in their charge must be above reproach.
* **Respecting Boundaries**: 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.
* **Procedures**:
  + 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. 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 and an apron 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 book and signed by the staff member. Wet/soiled clothes are to be placed in a bag in the child’s tray with a copy of the record sheet, and the parent/carer informed at the close of the session.
  + A child who is asking for help in the toilet should be encouraged and directed on 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.

**10. Monitoring and Evaluation**

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