KINGS HILL SCHOOL
PRIMARY & NURSERY

Kings Hill School
Primary and Nursery

Intimate Care & Toileting

(Nursery Class Only)

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Kings Hill School Primary and Nursery

INTIMATE CARE AND TOILETING POLICY

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Introduction

The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances. These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay
- When a child is not yet toilet trained and requires nappy changes
- When a child has been vomited on or is wet or soiled themselves
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play
- When a child requires support and assistance changing for physical activities.

These guidelines are designed to promote good practice and safeguard children and practitioners. These apply to everyone involved with the intimate care of children within Kings Hill School Nursery Class.

1. Aims

To include all young children in activities regardless of their ability to manage their own personal care.

- To safeguard the rights and promote the welfare of children
- To provide guidance and reassurance to staff whose role includes intimate care
- To assure parents that staff are knowledgeable about personal care and that their individual concerns are taken into consideration
- That no child is discriminated against

1.1. Definition of Intimate & Personal Care

'Care tasks of an intimate nature, associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Personal care tasks specifically identified as relevant include:

- feeding
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation,or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

All children have the right to be safe and to be treated with dignity and respect. Staff involved with intimate care of pupils are sensitive to individual needs. Staff are also aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks /treatments can be open to misinterpretation.

Staff will ensure the privacy of the child at all times and this therefore could mean that the member of staff will be alone whilst carrying out Intimate Care, parents will sign to confirm they are happy for this to take place (annexe 1)

1.2. Intimate Care – Nappy Changing

Kings Hill School Nursery provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

Individual intimate care plans will give details of any intimate care required (e.g. regular nappy changing) by children. Staff will ensure the privacy of the child at all times and this therefore could mean that the member of staff will be alone whilst nappy changing parents will sign to confirm they are happy for this to take place.

We have a list of personalised changing times for the children who are in nappies or 'pull-ups'; and change nappies according to this schedule, or more frequently where necessary. We encourage young children from two years to normally wear pull ups, or other types of trainer pants, as soon as they are comfortable with this and if their parents agree.

We ensure that nappy changing is relaxed and a time to promote independence in young children. We encourage children to wash their hands, and have soap and towels to hand.

We have a 'duty of care' towards children's personal needs. If children are left in wet or soiled nappies/pull ups in the setting this may constitute neglect.

1.2.1. Health & Safety

We have procedures in place for dealing with nappy changing and toileting of children.
This include:

- staff to wear fresh disposable aprons and gloves while changing a child
- soiled nappies/pull ups securely wrapped and disposed of appropriately
- changing area/ toilet to be left clean
- warm water and soap available to wash hands as soon as changing is done
- paper towels to be available to dry hands.

1.2.2. Toilet Training

Starting at Nursery, staff are understanding of the challenging time for both children and their parents in a new setting. It is a time of growth and very rapid developmental change for all children. As with all developmental milestones, there is wide variation in the time span in which children master the skills involved in being fully toilet trained. We understand that children may enter the setting as being;

- fully toilet trained
- fully toilet trained but regressed a little due to the excitement or stress of starting at the setting
- fully toilet trained at home but have accidents in the setting, or vice versa
- nearly trained but needing some reminders and encouragement
- not toilet trained but working within a structured toilet training process (Staff will work with parents to arrange this ensuring that there is consistency between home and school).
- fully toilet trained but has a serious disability or learning difficulty
- in need of additional support due to development delays.
- has SEND and requires help with some or all aspects of their personal care.

We see toilet training as a self-care skill that children have the opportunity to learn with the full support and non-judgmental concern of adults.

1.2.3. Safeguarding

We will:

- ensure that staff are suitably checked (DBS) and that safer recruitment processes have been adhered to
- follow procedures and guidelines for intimate care
- consider if a child soils themselves then what additional support the child and staff may need
- encourage children to undress and dress themselves as much as possible. Should help be needed, staff will first ask the child's permission before removing any clothes e.g. "Can I help you pull down your trousers?"
- involve the child as far as possible in his or her own intimate care
- ensure staff are familiar with the schools safeguarding policy including the section on allegations against staff
- ensure all staff are up to date with their safeguarding training

Should staff observe any unusual markings, discolouration's or swelling, including the genital area, these will be reported immediately, following school policies and procedures. If, during the intimate care of a child, staff accidentally hurt them, the child will be reassured, ensuring their safety and the incident reported immediately to the Assistant Head of Early Years/KS1

Annexe 1

Permission form for Intimate Care (including Nappy changing)

If a child wets or soils themselves whilst they are in school, it is important that measures are taken to have them changed and if necessary cleaned as quickly as possible

The Intimate Care Policy (above) will be followed by all staff.

Please tick as appropriate;

☐ I give consent for my child to be changed and cleaned if they wet/soil themselves whilst in the care of Kings Hill School Nursery.

☐ I give consent for my child's nappy to be changed whilst in the care of Kings Hill School Nursery.

☐ I understand that staff will ensure the privacy of the child at all times and this therefore could mean that the member of staff will be alone whilst nappy changing/carrying out intimate care.

Name of Child.....

Signature of Parent/Carer..... Date…….