



Goodway Nursery School

Intimate Care Policy

Date policy adopted:

Signed:
Chair of Governing Body

Goodway Nursery School provides a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued.

We respect children's rights, listening to children and putting their needs at the heart of our work.

Our inclusive school community works together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. We develop our children's curiosity and challenge them to achieve their best and become self-confident and independent learners.

We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

Our School Values

Respect - respecting children's rights, treating each other with dignity and valuing each person's individual identity

Security - creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments

Relationships - encouraging kindness and developing relationships where children and families are listened to and feel valued

Inclusion - creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone

Learning - reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration

Empowerment - encouraging children to become confident and independent, equipping them to participate in decision making, resolve conflict and make positive choices

The UN Convention on the Rights of the child

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

Article 3 (best interests of the child)

The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 6 (life, survival and development)

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 16 (right to privacy) Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

Article 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 23 (children with a disability)

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families..

Article 24 (health and health services)

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

Article 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

This policy should be read in conjunction with our Safeguarding & Child Protection Policy.

INTRODUCTION

Goodway Nursery School considers the personal, social and emotional well being of our children paramount. Our Intimate care policy reflects the aim to treat children with sensitivity and respect.

The purpose of this policy is:

- To safeguard the rights and promote the best interests of the children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the case of a specific procedure only a person suitably trained and assessed as competent should undertake the procedure.

Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Intimate care can provide opportunities to teach children to value their own bodies, have a positive body image, to develop their safety skills and to enhance their self esteem. Staff behaviour is open to scrutiny and staff at Goodway Nursery School work in partnership with parents/carers to provide continuity of care to children wherever possible.

The issue of intimate care is a sensitive one and will require staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There shall be a high awareness of child protection issues.

We are 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 children with respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Intimate care can be defined as care tasks of an intimate nature. This includes:

- Supporting a child with dressing and undressing
- Providing comfort or support for a distressed child
- Assisting a child requiring medical care, who is not able to carry this out unaided
- Changing nappies or cleaning a child who has soiled him/herself, has vomited or feels unwell

Supporting dressing and undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed. Staff will always encourage children to attempt dressing and undressing unaided.

Providing comfort or support

Children may seek physical comfort from staff. Where children require physical support, staff need to be aware that physical contact must be kept appropriate and be child initiated. If physical contact is deemed to be appropriate, staff must provide care which is suitable to the age, gender age and situation of the child.

If a child touches a member of staff in a way that makes him/her feel uncomfortable this can be gently but firmly discouraged in a way which communicates that the touch, rather than the child, is unacceptable.

Medical procedures (See Procedure for Administration of Medicines)

If it is necessary for a child to receive medicine during the school day parents must fill out a permission form which is signed by the member of staff administering the medication and witnessed by a second member of staff. Parents must then sign this form when they collect their child.

Toilet Training

Parents will be encouraged to work with us to toilet train their child, and we ask children to come to nursery school wearing pants unless there is a medical need. Staff talk to parents about toilet training during the home visit and we provide a Toilet Training workshop for parents.

Soiling

All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.

Wherever possible it will be a child's identified key person that provides intimate care. This key person is to make it known to another member of staff working close by that such care is being provided in order to ensure reasonable protection for both child and carer.

Staff who provide intimate care are made aware of Safeguarding and Child Protection procedures and Health and Safety practices. Apparatus will be provided to assist with children who need special arrangements following assessment from a physiotherapist or occupational therapist, as required.

Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental changes.

There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. This may mean, for example, giving the child responsibility for washing themselves. Individual intimate care plans will be drawn up for particular children as appropriate to suit the particular needs of the child.

These plans include a full risk assessment to address issues such as moving and handling and the personal safety of the child and the carer.

Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.

If a child refuses to be changed, we will first encourage them to do so, if they still refuse, we will telephone the parents or carers to ask them to come and change the child.

Parents/carers will be involved with their child's intimate care arrangements on a regular basis.

Where a care plan exists the agreed arrangements will be recorded on the child's plan. The needs and wishes of children and parents will be carefully considered alongside any possible constraints; e.g. staffing and equal opportunities legislation.

When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

If a child needs to be cleaned, staff will make sure that:

- Protective gloves are worn
- The procedure is discussed in a friendly and reassuring way with the child throughout the process
- The child is encouraged to care for him/herself as far as possible
- Physical contact is kept to the minimum possible to carry out the necessary cleaning
- Privacy is given appropriate to the child's age and the situation
- All spills of vomit, blood or excrement are wiped up and flushed down the toilet
- Any soiling that can be, is flushed down the toilet
- Soiled clothing is put in a plastic bag, unwashed, and sent home with the child
- Parents are encouraged to provide a spare change of clothes. If not clean clothes will be provided by the nursery.

Hygiene

All staff must observe precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves and aprons.

Protection of children

If a member of staff has any concerns about physical changes in a child's presentation, such as marks, bruises, soreness etc. s/he will immediately report these concerns to the Designated Senior Lead for child protection. (See Safeguarding and Child Protection Policy)

Personal safety is part of our Personal, Social and Emotional Development curriculum Education, and taught at as appropriate to children's developmental level and degree of understanding.

If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Staffing schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice will be taken from outside agencies if necessary.

All our staff are DBS (Disclosure and Barring Service) checked.

It is not appropriate for volunteers or students to carry out intimate care procedures.

Protection of staff

Members of staff need to have regard to the danger of allegations being made against them and take precautions to avoid this risk.

Staff should make it known to another member of staff working close by that such care is being provided in order to ensure reasonable protection for both child and carer. Staff should be aware of and responsive to the child's reactions and responses to the care.

If a child makes an allegation against a member of staff, we will follow the guidance for Allegations of Abuse Against Teachers and Other Staff.

APPENDIX 1

Intimate/Personal Care Plan

Child's Name	Date:
Main areas of need: • • •	
Toileting plan:	
Dressing/undressing plan:	
Medical plan:	
This plan was written by _____ on _____ Agreed with parents/carers on _____ Child's views were sought for this plan where relevant Signed..... Date.....	

APPENDIX 2
Changing record

Child's name:

Time and date	Information	Staff signature	Parent signature