

Intimate Care Policy

First Steps Pre-school accepts there may be times when staff will need to provide intimate care for a child: This may include bottom wiping, nappy changing, applying cream (with permission), removing clothes due to soiling, vomiting or wet play.

We are committed to ensure that all children are treated with respect and will be attended to in a way that does not cause distress or pain. The child's welfare and dignity is of paramount importance. Every child's right to privacy will be respected.

Children are included at First Steps Preschool whether they are toilet trained, in the process of, or in nappies. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

Staff will follow the procedure below:

- Each member of staff will have a designated 'jobs day' which will include intimate care. The staff member is subject to change depending on circumstances of the day.
- Staff will explain sympathetically to the child that you need to help them to get cleaned up.
- Each young child should provide their own bag with their nappies or 'pull ups' and a spare change of clothes. This is communicated to parents in advance through the induction information.
- Nappies are usually changed in the preschool toilet area on a designated change mat. This is enclosed enough to give the child privacy, yet are not out of sight or hearing of other staff. All efforts will be made to provide a private space for the child to be changed in. This area may change depending on session time and the needs of the child/ren.
- We will encourage children to care for their own toileting needs as far as they are able to, by removing clothing, or wiping their private parts and will provide assistance only when needed. If a child is fully depended on the adult, that adult will talk to them about what they are doing and provide choices where possible.
- Plastic gloves and apron will be worn and soiled clothing / items will be wrapped and either disposed of or handed back to parent / carer. Gloves are changed after each child, apron must be changed if there is a risk of cross contamination of after changing nappies that require the apron to be changed. All nappies are put in a nappy sack, heavily soiled and very wet nappies are double bagged and put in the nappy bin. At the end of the day all are placed in outside green bin.
- Staff and child's hands will be washed using soap and water and all surfaces and changing mat will be disinfected to avoid cross contamination.
- Staff on intimate care will regularly check/clean toilets.
- We ensure all staff undertaking intimate care have enhanced DBS checks. A DBS checked volunteer/student may be involved at the discretion of the supervisor. Parents are NOT permitted to provide intimate care. Any specific medical care must be provided by a first aider with an enhanced DBS check.
- A member of staff who is not familiar with the child will not support a child in intimate care, and instead staffing will be reconsidered to ensure that child feels secure.
- If a child objects to a member of staff providing intimate care parents will be contacted to come to First Steps and provide the care themselves if necessary.
- Parents give consent for intimate care as part of the registration form. Staff log all

- changes and relevant details within an intimate care folder.
- We seek to find out any religious or cultural views around intimate care.
 - Pre-school toilets are a restricted area and should only be accessed by staff or regular volunteers who have a full DBS. Parents/carers are not encouraged to take their children to the toilet at pre-school. If a child has been identified as needing specific support in this area, a parent/carers may be allowed to take their child to the toilet following agreement with their keyworker or the supervisor. In the event of this, a member of staff will ensure the safety of other children who may be in the toilet area. The outside disabled toilet could also be used if parents/carers wish to take their child to the toilet before session. Parent/carers must not take other children to the toilet under any circumstances.
 - When providing intimate care, the setting Safeguarding Policy will be adhered to at all times. If a member of staff has any concerns about physical changes in a child's presentation e.g marks, bruises, excessive soreness etc. they will immediately report the concern to the Designated Safeguarding Lead.
 - Staff will report to the preschool manager anything of concern within intimate care including;
 - The staff member accidentally hurts the child
 - The child misunderstands or misinterprets something
 - The child has a strong emotional reaction without apparent cause (sudden shouting or crying)
 - Mobile phones or cameras are not used by staff or children in areas where intimate care is carried out.
 - Staff must protect themselves by following these guidelines:
 - Always tell a member of staff when doing a nappy change or accompanying a child to the toilet.
 - Ensure where possible that you are visible and in hearing to other members of staff.
 - Always wear protective clothing such as gloves and an apron.
 - Intimate care should be a positive experience for the child and a time to promote independence in young children. Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.
 - Staff will encourage children to be confident about their own bodies, and that saying 'no' at any time will always be respected.