



Intimate Care and Toileting Policy

Policy Statement:

At Little Rays we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity and respect at all times.

Intimate care is defined as 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, intimate parts of the body. Intimate care tasks specifically identified as relevant include; dressing/undressing, helping someone use a potty/toilet, changing nappies, cleaning/wiping/washing intimate parts of the body. These definitions are taken from the Surrey County Council website

Procedure:

Staffing

Childcare practitioners at Little Rays are trained and knowledgeable about intimate/personal care. They are aware of their responsibilities, and the relevant policies and procedures in place including our Safeguarding Policy, Healthy and Safety and Confidentiality Policy. All employees are required to provide an enhanced DBS (Disclosure and Barring Scheme) at the start of employment. Due diligence is followed using the Safer Recruitment Process.

During their induction period staff are supervised and supported when carrying out self-care routines. Staff follow each child's care plan in agreement with parents/carers and they undertake their duties in a professional manner all times. They are fully aware of best practice including hygiene.

It is every practitioner's responsibility to report any incident or cause for concern to the Designated Safeguarding Lead if they are concerned about the following:

- The child is accidentally injured during the personal care routine
- The child seems sore or unusually tender in the genital area
- The child misunderstands or misinterprets something
- The child has a very strong emotional reaction without apparent cause (sudden shouting or crying)

Procedure for intimate care:

The designated practitioner (where possible, the child's key person), ensures that the process is a positive experience that is safe and comfortable at all times. Whilst the child is having their needs met, it is treated as a time to interact and promote their personal, social and emotional development.

- Each child, age and developmentally appropriate, is encouraged to take as much responsibility for the procedure for themselves as possible, including washing hands, dressing/undressing, hygiene and toileting.
- The children's toilet areas and nappy changing facilities/areas are used to attend to children's needs and every effort is made to ensure privacy and modesty.
- Most procedures are carried out by one member of staff; however, it is essential that staff throughout the room will be made aware that they are doing this.
- After any intimate procedures have taken place it will be noted on the 'Intimate Care and Nappy Chart', and when necessary fed back to parents/carers at the end of the day. For example, if the child has a wet accident or nappy rash.

Health and Safety

At Little Rays our 'Health and Safety Policy' should be adhered to at all times.

Intimate care can take up substantial amounts of time but should be an enjoyable experience for the child. Children should be treated with dignity and respect and given privacy appropriate to the child's age and situation.

Procedure for nappy changing/toileting accidents:

- All staff are supplied with disposable gloves and apron for nappy changes if they choose to use them
- Soiled nappies, apron, gloves to be securely wrapped up and disposed of in appropriate receptacle
- Soiled child clothing should be bagged and returned to the parent/carers at days end.
- Hot water and soap are available to wash hands as soon as changing has been done, staff and children
- Paper towels/kitchen roll to dry hands
- Changing area/toilet to be left clean and sanitised after each use.
- Children must be supervised on the nappy changing area at all times. When pulling pull-ups, undressing and redressing a child, they should be on floor level to prevent falls and subsequent injury.

After **each** intimate care procedure, the Intimate Care and Nappy Chart needs to be completed. Only the child's initials should be used on the form. Forms should remain available at the changing table area together with a copy of this policy.

Cleanliness of changing table and area

The changing table and mat should be wiped down after each child has used the area. Single uses wipes should be bagged and binned.

The changing table and mat should be wiped down and sanitised at the end of every day.

During forest school children are encouraged to do wild wees. We do offer a potty and a seated toilet. Nappy changing takes place in a dedicated area and all sanitary procedures must be followed.

Linked Policies and Forms

Suitable People Employment and Staffing

Health and Safety Policy

Surrey County Council Website

Confidentiality and Client Access to Records Policy

Intimate Care and Nappy Changing Chart

Attachment

Intimate nappy care and nappy chart form

Created:	15/10/18 Mairead Cheeseman
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Little Rays Intimate Care and Nappy Chart

Procedure for nappy changing/toileting accidents: staff to wear disposable apron and gloves for every nappy change. Soiled nappies, apron, gloves to be securely wrapped up and disposed of in appropriate receptacle. Soiled child clothing should be bagged and returned to the parent/carer at days end. Children and staff to wash hands after the procedure. Changing of clothing and pull up pants to be done at floor level. Changing table and mat to be cleaned after each use.

Week Commencing:

[illegible]

Manager review signature: