



# Intimate Care Policy

EYFS: 3.1, 3.6,  
3.27 3.20 3.64

Humpty Dumpty  
Childcare

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All children at Humpty Dumpty Childcare have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the nurseries.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2017 and the Disability Discrimination Act 2005.

At Humpty Dumpty Childcare we believe that all children need contact with familiar, consistent carers to ensure they can grow and develop socially and emotionally. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Humpty Dumpty Childcare will ensure that:

- \* No child who is delayed in achieving continence will be refused admission
- \* No child will be sent home or have to wait for their parents/carer due to incontinence
- \* Adjustments will be made for any child who has delayed incontinence

Safeguarding – Staff are trained on the signs and symptom so child abuse which in line with Devon Safeguarding Children's Board guidelines and are aware of the DFES booklet 'What to do if you think a child is being abused' and will follow the guidance given .

If a member of staff is concerned about any physical or emotional changes , such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Officer (SDO) or Safeguarding Designated Lead (DSL) or their deputies immediately. The Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDO/ Manager/Playleader will look into the situation and record any findings. These will be discussed with the child's parents/carers in order to resolve the problem. If necessary the SDO/Manger/Playleader will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

Dealing with body fluids – Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely. When dealing with body fluids, staff wear protective clothing and wash themselves thoroughly afterward. Soiled children's clothing will be bagged to go home or (insert providers procedures) – staff will not rinse it. Children will be kept away from the affected area until the incident has been completely dealt with.

All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection.

Intimate care routines are essential throughout the day to meet children's basic needs. This may include nappy changing, supporting children with toileting, changing clothes, and giving first aid treatment and specialist medical support, where required.

In order to maintain the child's privacy, we will carry out the majority of these actions on a one-to-one basis, wherever possible, by the child's key person with the exception of first aid treatment which must be carried out by a qualified first aider.

We wish to ensure the safety and welfare of children during intimate care routines and safeguard them against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. We aim to support all parties through the following actions:

- Promoting consistent and caring relationships through the key person system in the nursery and ensuring all parents understand how this works
- Ensuring all staff undertaking intimate care routines have suitable enhanced DBS checks
- Training all staff in the appropriate methods for intimate care routines and arranging specialist training where required, i.e. first aid training, specialist medical support
- Ensuring children are afforded privacy during intimate care routines whilst balancing this with the need to safeguard children and staff. No nappies will be changed or intimate routines take place behind closed doors
- Conducting thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Following up procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensuring all staff have an up-to-date understanding of safeguarding/child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns as set out in the safeguarding/child protection policy
- Operating a whistleblowing policy to help staff raise any concerns about their peers or managers; and helping staff develop confidence in raising worries as they arise in order to safeguard the children in the nursery
- Conducting working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines
- Conducting regular risk assessments on all aspects of the nursery operation including intimate care and reviewing the safeguards in place. The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

Partnership with Parents/Carers – Staff/Child's keyworker at Humpty Dumpty Childcare works in partnership with parents/carers to provide care appropriate to the needs of the individual child. They will establish:

- \* What care is required
- \* Number of staff needed to carry out the task (if more than one person is required , reason will be documented)
- \* Additional equipment required



- \* Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- \* Child's level of ability i.e. what tasks they are able to do by themselves
- \* Acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- \* Be regularly monitored and reviewed in accordance with the child's development

Parents/Carers are asked to supply the following:-

- \* Spare nappies
- \* Spare Clothes
- \* Spare underwear( as appropriate)

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines, please see the manager at the earliest opportunity.

This policy aims to manage risks associated with toileting and intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy

## Document Control

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## Version Control

	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.01	Wendy Edmunds	9 December 2018	First draft for comment
1.02	Wendy Edmunds	7 January 2019	Final draft

## Glossary of Terms

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
SMART	Specific, Measurable, Achievable, Realistic, Timely