



Ark Ayrton
Primary Academy



Ark Ayrton
Nursery

Ark Intimate Care Policy

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POLICY INFORMATION

Named personnel with designated responsibility for (insert)

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor
2019/2020	P.Dawson	J. Ayrton	K. Oliver
2020/2021	S. Bennett-Acres	J. Ayrton	K. Oliver

Policy review dates (frequency of review: Every 3 years unless regulatory change)

Review Date	Changes made	By whom
September 2016	Intimate care Policy created	Lydia Cuddy-Gibbs
September 2019	Intimate care policy reviewed and 'Potty Learning Tips' created to support	Lydia Cuddy-Gibbs

This policy represents the agreed principles for intimate care throughout the setting. This policy has been agreed by all staff and governors within the school.

Introduction

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 of care of their children

Principles

It is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible. As far as possible, the child should be allowed to exercise choice and should be encouraged to have a positive image of his/her own body. It is important for staff to bear in mind how they would feel in the child's position. Given the right approach, intimate care can provide opportunities to teach children about the value of their own bodies, to develop their health, safety and hygiene skills and to enhance their independence and self esteem. Parents and staff should be aware that matters concerning intimate care will be dealt with confidentially and sensitively and that the every child's right to privacy and dignity is maintained at all times.

Definition

Intimate care is one of the following:

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

Supporting dressing/undressing

Sometimes it will be necessary for staff to aid a child in getting dressed or undressed particularly in the Early Years Foundation Stage. Staff will always encourage children to attempt undressing and dressing unaided. Staff will always view dressing and undressing as a learning opportunity for the child and will take time to support this according to a child's age and stage of development.

Providing comfort or support for a distressed pupil

Children may seek physical comfort from staff (particularly children in the Early Years). Where children require physical support, staff need to be aware that physical contact must be kept to a minimum and be child initiated. When comforting a child or giving reassurance, the member of staff's hands should always be seen and a child should not be positioned close to a member of staff's body which could be regarded as intimate. If physical contact is deemed to be appropriate staff must provide care which is suitable to the age, gender 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 Administration of Medicines Policy)

If it is necessary for a child to receive medicine during their day in the setting, parents must fill out a permission form and discuss their child's needs with a member of staff before the setting agrees to administer medicines or medical care. It must be made clear to parents that staff administration of medicines is voluntary. Any member of staff giving medicine to a pupil should check:

- The pupil's name
- Written instructions provided by parents or doctor

- Prescribed dose
- Expiry date

Particular attention should be paid to the safe storage, handling and disposal of medicines. The Principal has prime responsibility for the safe management of medicines kept at school. This duty derives from the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

School staff are also responsible for making sure that anyone in school is safe. Medicines should generally be kept in a secure place, not accessible to pupils but arrangements must be in place to ensure that any medication that a pupil might need in an emergency is readily available.

Nappy changing and toilet learning

Nappy changing and toilet learning are seen as an opportunity for care and education. All staff are hired following safer recruitment practices and are trained so that they are able to change nappies, clothes, or assist with toileting. The setting prioritises the child's needs and preferences for his/her own intimate care and will try to ensure that each child's key person is available for the majority of intimate care given. Doors are always kept open whilst staff are changing/toileting children and staff let children know that it is time to be changed, asking for consent when appropriate even with the youngest of children.

The Nursery setting provides nappies, wipes and lotions/creams. Cream is applied as and when needed, there are allergies signs in the nappy areas to notify staff if a child cannot use cream. Cream is provided in a tube, to ensure that germs are not spread from one child to another. For toilet learning, staff will work individually with each family giving advice and support to help with the process. Plenty of clothes are required, including socks, pants vests, and tops etc to allow for accidents – all clearly named. For children in Reception and KS1, parents will need to provide any nappy changing items that are required.

Procedure

All staff use disposable gloves and aprons whilst changing nappies, accidents and toilet learning (and when dealing with other bodily fluids). These are provided by the nursery and disposed of in the sanitary bin, these are emptied daily or more frequently if necessary.

Changing mats are covered with a disposable layer which is disposed of after every change. The units are cleaned with a disposable cloth (paper towel) and anti-bacterial spray after every use.

Nappy changes are logged on the 'Nappy Check' and recorded on the daily feedback sheets. Parents will be informed when supplies are low so replacements can be arranged.

When required for health and safety reasons, some children may have their nappy changed on a mat on the floor or standing in the toilet cubical (something children often request and is suitable especially when children are learning to use the toilet.). This will very much depend on each child's unique situation and stage of development.

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 in order to give the highest possible level of care. High levels of safety and hygiene are maintained because all staff follow the same procedure:

- Care is usually provided by the child's key worker
- Each adult washes his/her hands
- Each child is approached and asked before intimate care is provided
- Disposable gloves and aprons are worn
- Changing mats are covered with a disposable layer
- Each adult talks the child through the changing process, remembering to have eye contact with the child and allowing the child to act independently when safe and appropriate (e.g. to pull own trousers up standing on the floor)
- With very young children adults are encouraged to sing nursery rhymes remembering to have eye contact with the child.
- Disposables (gloves, mat, nappies, apron) are disposed of in the sanitary bin. These are emptied daily or more frequently if needed.
- The units are cleaned with a disposable cloth and antibacterial spray after every use.
- Adults wash their hands once the care is complete.

Soiling in older children

Intimate care for soiling should only be given to a child after the parents have given permission for staff to clean and change the child. This should be sought on or before a child's first day in the setting. Parents who have children in the nursery may sign a permission form so that the Early Years staff can clean and change their child in the event of the child soiling themselves (Appendix 1).

If a parent does not give consent, the school will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child. If the parents/carers or emergency contact is able to come within a few minutes, the child is comforted and kept away from the other children to preserve dignity until the parent arrives.

Children are not left on their own whilst waiting for a parent to arrive, an adult will stay with them, giving comfort and reassurance. The child will be dressed at all times and never left partially clothed. If a parent/carer or emergency contact cannot attend, the school seeks to gain verbal consent from parents/carers for staff to clean and change the child. This permission will be sought on each occasion that the child soils him or herself when consent has not already been given in writing. If the parents and emergency contacts cannot be contacted the Principal will be consulted.

If put in an impossible situation where the child is at risk, staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

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 and the area is sanitised
- 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

Hygiene

All staff must be familiar with normal precautions for avoiding infection, must follow basic hygiene procedures and have access to protective, disposable gloves.

Protection for staff

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

- Gaining a verbal agreement from another member of staff that the action being taken is necessary
- Allow the child, wherever possible, to express a preference to choose his/her carer and encourage them to say if they find a carer to be unacceptable
- Allow the child a choice in the sequence of care
- Be aware of and responsive to the child's reactions

Safeguards for children

There is an obligation on local authorities to ensure that staff who have substantial, unsupervised access to children undergo police checks. All staff at ARK are DBS checked on application and cannot undertake tasks within school until all checks are completed satisfactorily. The DBS's aim is to help organisations in the public, private and voluntary sectors by identifying candidates who may be unsuitable to work with children or other vulnerable members of society. Personal and professional references are also required and unsuitable candidates are not permitted to work within the school.

All those working with children should be closely supervised throughout a probationary period and should only be allowed unsupervised access to children once this has been completed to their supervisor's satisfaction.

It is not appropriate for volunteers or temporary staff to carry out intimate care procedures. Students should only do so under the supervision of a trained member of staff, following consultation with the student's college supervisors.

Permission for the provision of care

Ark Ayrton Primary Academy

September 2020

(To be filled out before starting Reception)

Dear Parent or Carer,

If a child wets or soils themselves while they are at school/in setting it is important that measures are taken to have them changed (and if necessary cleaned) as quickly as possible. Our Early Years staff are experienced and trained at carrying out this task if you wish them to do so or, if preferred, the school can contact you or your emergency contact who will be asked to attend without delay.

ARK has an Intimate Care Policy - you may ask for a copy.

Please fill out the permission slip below stating your preference.

Yours sincerely

Principal

Name of Child.....Class.....

Please delete as appropriate

*I give consent for my child to be changed and cleaned by Early Years' staff if they wet/soil themselves while in the care of Ark Ayrton Primary Academy.

*I do not give consent for my child to be changed and cleaned if they wet/soil themselves. The school will contact me or my emergency contact and I will organise for my child to be cleaned and changed. I understand that in the event that I (or the emergency contact) cannot be contacted the staff will act appropriately and may need to come into some level of physical contact in order to aid the child.

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

Provision of intimate care record

Child's name	
Staff name Signature	
Date	
Incident	
Description of care given	
Additional notes	
Second staff signature	
Parent comment	
Parent signature	