

Little Dukes: Intimate Care Policy



Policy adopted September 2024 - Version 1

Little Dukes Nursery Schools, 58 Buckingham Gate London SW1E 6AJ

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Monitoring and review...

This policy will be continuously monitored, refined and audited by the Headteacher who will also review it annually to assess how efficiently duties have been carried out over the year. This review will take place no later than one year from the date shown below, or sooner if needed due to changes in legislation, regulatory requirements or best practice guidelines.

Adopted: September 2024

Reviewed by:

Geoff Marston Director of compliance

Rik McShane, Director of Little Dukes Nurseries

Nazish Usman, Principal of Hopes and Dreams Montessori Nurseries

Ben Murray, Marketing and Admissions Director - Little Dukes Nurseries

Next review due: July 2025

Please note: This policy applies to all nursery schools within Little Dukes, including:

- Hove Village Day Nurseries
- Hopes and Dreams Montessori Nurseries
- Miss Daisy's Nursery Schools
- Miss Daisy's Nursery School Hyde Park Ltd
- The Kindergartens Nursery Schools
- Reflections Nursery and Forest School
- Riverside Nursery Schools
- Bright Beginnings (Twickenham) Ltd
- Twickenham Park Day Nursery Ltd
- Broomfield House School Ltd
- Pippa Pop-ins Nursery Schools

Any reference to 'Little Dukes' applies to all the nurseries named above.

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Statement of intent:

At Little Dukes, we understand the importance of our responsibility to safeguard and promote the welfare of children. Children may require assistance with intimate care because of their age or due to having special educational needs and disabilities (SEND). In all instances, effective safeguarding procedures are of paramount importance.

We have developed this policy to ensure that all staff responsible for providing intimate care always undertake their duties in a professional manner and always treat children with sensitivity and respect without exception.

Policy aims:

The aim of this policy is to ensure that Little Dukes provides intimate care for children in ways that:

- Maintain their dignity
- Are sensitive to their needs and preferences
- Maximise their safety and comfort
- Protects them against intrusion and abuse
- Respects their right to give or withdraw their consent
- Encourage them to care for themselves as much as they
- are able to Protect the rights of all others involved.

What is intimate care?

For the purpose of this policy, 'intimate care' is the hands-on, physical care in personal hygiene, as well as any presence or observation during such activities.

Intimate care includes, but is not limited to, the following:

- Body bathing other than to the arms, face and legs below the knee.
- Application of medical treatment other than to the arms, face and legs below the knee.
- Toileting, wiping and care in the genital and anal areas.
- Dressing and undressing.

Responsibilities:

The intimate care of a child is everyone's responsibility, including Headteachers, SENDCo, any team member responsible for the care of that child and parents/carers.

It is the Headteacher and/or SENDCo's responsibility to:

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- Ensure that intimate care is conducted professionally and sensitively by all appropriate team members.
- Ensure that intimate care of all children is carefully planned, including individual plans following discussions with the parent/carer and the child.
- Collaborate effectively with parents/carers when providing intimate care to children.
- Handle any complaints about the provision of intimate care in line with the Little Dukes Complaints Policy.

All team members who provide intimate care, are responsible for:

Undergoing training for the provision of intimate care.

Undertaking intimate care practice respectfully, sensitively and in line with the guidelines outlined in this policy.

Parents/carers are responsible for:

Communicating their wishes about their child's intimate care to the nursery.

Giving their consent to the nursery's provision of their child's intimate care.

Adhering to their duties and contributions to their child's intimate care plan, as outlined in this policy.

Appropriate people to provide intimate care

Our aim is that the provision of intimate care is done with an adult that the child has a secure relationship with.

In the main, our approach is that the Key Person will be the primary provider of intimate care.

If the team member responsible for a child's intimate care is absent, a secondary designated team member will change the child.

In the case of emergencies or sickness, team members known to the child and with whom the child feels secure (including headteacher, SENDCO, or previous Key people) may provide intimate care.

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Staff who are still in their probationary period may only provide intimate care for children where they have been signed off as suitable by the headteacher.

Agency staff cannot provide intimate care for children.

Procedures for intimate care:

At all times we will take an approach to respect the child's privacy and introduce the concepts of early consent.

Practitioners will always let a child know what care action they would like to perform for the child using language such as “can I blow your nose,” or “I would like to check your nappy” Team members providing intimate care will have allocated changing times for the children in their care. These times will be followed and shared with parents/carers.

Team members will provide intimate care outside of the agreed changing times if it is necessary: no child will be left in wet/soiled clothing or nappies.

Where parents provide their own intimate care products, each child using nappies will have a clearly labelled bag/box allocated to them in which there will be clean nappies, wipes and any other individual changing equipment necessary.

Before changing a child’s nappy, team members will put on disposable gloves and the changing area will be cleaned using appropriate cleaning products.

Hot water, liquid soap and paper towels are available for team members to wash their hands before and after changing a nappy. The changing area will also be cleaned appropriately afterwards.

Any soiled clothing will be placed in a tied plastic bag in the child’s personal space/locker/pegs to be returned to parents/carers at the end of the day.

Any used reusable nappies will be placed in a tied plastic bag and disposed of in accordance with the nursery hygiene procedures.

If children require cream or other medicine, such as for a nappy rash, this will be provided in accordance with the Medication Policy. We will get full parental consent/permission to do this first via the Family app.

Following nappy changing, all surfaces will be cleaned and any bodily fluids that transfer onto the changing area will be cleaned appropriately in accordance with the nursery hygiene procedures.

Older and more able children will be encouraged to use the toilet facilities and reminded at regular intervals to go to the toilet. This will not be recorded on Famly.

Team members will use the Toilet Introduction Procedures outlined in this policy to get children used to using the toilet and to encourage them to be as independent as possible.

Children will be reminded and encouraged to wash their hands after using the toilet, following the correct procedures for using soap and drying their hands.

Collaborating with parents and carers:

The nursery will liaise closely with parents/carers to establish individual intimate care programmes during the settling in sessions for each child which will set out the following:

- What care is required
- Any extra equipment needed
- How the child prefers to communicate, e.g. visual/verbal, and the words they prefer for parts of the body and bodily functions.
- The child's level of ability, i.e., what procedures of intimate care the child can do themselves.
- Any adjustments necessary in respect to cultural or religious views.

The parents/carers of the child are required to sign/acknowledge the Intimate Care Parental Permission form on the Famly app, which will give their agreement to the plan. No intimate care will be carried out without prior parental consent. We will contact parents/carers by phone to gain consent if necessary.

If changes need to be made to a child's intimate care plan this will always be discussed with parents/carers first to gain consent. The change will then be recorded in the written intimate care plan in the notes section on Famly.

Parents/carers will be asked to supply the following items for their child:

- Spare clothes clearly labelled with the child's name
- Spare underwear.

Safeguarding procedures:

The nursery adopts rigorous safeguarding procedures in accordance with the Safeguarding Policy and will apply these requirements to all intimate care procedures.

This ensures that all adults providing intimate care have undergone an enhanced Disclosure and Barring Service (DBS) check enabling them to work with children.

All members of staff are instructed to report any concerns about the safety and welfare of children with regards to intimate care, including any unusual marks, unexplained bruises, bruises or injuries, to the Designated Safeguarding Lead (DSL), in accordance with the Whistleblowing Policy.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Toilet introduction procedures:

In all our nurseries, our aim is to help children develop independent toileting skills. While children are learning to do this a key person will work closely with parents/carers to support a shared approach.

As children develop bladder control, they will pass through the following three stages:

1. Aware of having wet and/or soiled pants
2. Knows that urination/defecation is taking place and can alert a member of staff
3. Realises that they need to urinate/defecate and alerts a member of staff in advance.
4. During these stages, team members will assess the child over a period of time to learn:
 - If there is a pattern to when the child is soiled/wet
 - The indicators that the child shows when they need the toilet, e.g., facial expressions.

Team members will use these strategies to get children used to using the toilet and being independent:

- Help them get to know about the toilet, washing their hands, flushing the toilet and reference other children as good role-models for this practice.
- Encourage them to use the toilet when they are using their personal indicators to show that they may need the toilet.
- Take them to the toilet at a time when monitoring has shown that this is when they would usually need the toilet.
- Ensure that the child can reach the toilet and is comfortable doing so.
- Stay with the child and talk to them to make them more relaxed about using the toilet.
- NEVER force the child to use the toilet if they don't want to, but encourage them to do so using positive language and praise

- Deal with any accidents discreetly, sensitively and without any unnecessary attention
- Be patient with children when they are using the toilet, and use positive language and praise to encourage them
- Ensure they understand their soiled clothes are about to be removed before removing them.
- Always ensure that the staff should not be alone when carrying out the intimate care routines and that there should always be two staff always present.

Legislative Framework:

This policy has due regard to statutory legislation including but not limited to the following:

EYFS 2024

Equality Act 2010

Safeguarding Vulnerable Groups Act 2006

Childcare Act 2006

Education Act 2002

Education Act 2011

**Control of Substances Hazardous to Health
Regulations 2002 (as amended in 2004)**