

# Intimate Care Policy



**Reviewed : November 2024**

**Review: Autumn term 2025**

Three areas in the school are used for changing in addition to communal bathroom/toileting areas in the classrooms/community rooms:-

- Change room – contains children's clothes (categorised/in store cupboard), rise and fall sink, toilet and drop-down change bed, and fixed and mobile hoist provision.
- Disabled toilet in lobby area off red side of the classroom space– contains drop-down change facilities and resources for changing children. [This provision is used when the Change room is already in use]. All change beds are serviced annually (Cath Conlon log).
- Yellow room – contains Community Play things change unit. Shelving /trays for individual child change items. Children's toilets x 3
- Lilac room – contains high changing unit. Individual child change items. Children's toilets x 2. 1 x adult size toilet with full length door

Some children with differing needs will have individual action plans that incorporate any specialist advice, methods of handling, use of additional equipment etc. written specifically for them. Plans are shared with the staff team. More than one adult is knowledgeable about the change routine to cover staff absence/training and to avoid children becoming too dependent on individual members of staff. Routines are updated as required and shared where appropriate.

## Handling children

Staff will use de-escalating techniques if required. Physiotherapist advice will be sought for support/positioning/moving a child who has physical disabilities. Occupational health advice will be sought to support staff safer working practise

## Guidelines

- All children have access to the toilets throughout the sessions. Children are free to go to the toilet throughout the 'in/out' and 'do' times. They can ask to go to the toilet at other /more formal times.
- If a child wets/soils themselves, s/he will be changed and cleaned by our Nursery staff. Aprons, gloves and face coverings will be worn by adults supporting a child to change. Wet clothes are placed in a labelled bag for parents to take home at collection time. Parents return any borrowed clothes to Nursery when washed.
- For all intimate care incidents, a diary of who changed the child, time and date etc. is kept in the change area. The diary will show level of assistance provided.

- Symbols or an objects of reference will be used to support the understanding of children about what is happening where necessary
- Parents of children requiring routine care (nappies / pull ups) will be asked to sign a care plan that details the Nursery procedures
- Care plans will be updated when a change is necessary, ie the child is ready to start toileting
- Care plans will be stored with the diary sheets in the classroom changing area
- Nappies are provided by the child's family for changing during session. Staff to remind families when stock is running low
- Where toileting is complex then two members of staff may be required, or a second on hand to give additional support with equipment, mobility etc.
- Staff will liaise with families about toileting routines to establish a pattern of care for the child.
- Any child protection concerns that arise as a result of changing a child will be logged in the usual way and given to the designated person for Safeguarding
- Removal of soiled nappies. Specific nappy bins are emptied into the yellow external bin as and when necessary. Nursery has a collection contract with PHS. Signs in community rooms ask parents to place soiled nappies in appropriate bins for disposal.

**Adults Changing Children must make themselves aware of the potential risks and take action to reduce them.**

#### **To minimise risk:**

- Take children to the toilet in the communal – open access areas of the rooms within hearing of other members of staff
- As far as possible use a change area where the door has a visibility panel
- If no visibility panel, wedge the door open slightly, remembering that keeping the dignity of the child is important
- If all staff are in the park garden take the child to the blue classroom space for changing
- Tell another member of the team when they take someone to be changed.
- Complete the 'change clothing sheet' if borrowing Nursery clothes.
- Encourage children to dress themselves as much as possible after changing
- Share any concerns with line manager

#### **Students**

Students placed at the Nursery for training purposes will have children's toilet requirements discussed as part of the 'course training package' they are placed on.

It is not our practice to routinely - lift/carry/cuddle children. Where a child is emotional and/or distressed then the child's key worker will know the appropriate response to the child's needs.