

## **Personal and Intimate Care Policy**



### **Introduction**

There are times when a child may require a change of clothes whilst at school. The purpose of this policy is to provide clear guidelines and procedures for providing the intimate care of all children, including procedures for staff changing or supporting the changing of children in these circumstances.

These guidelines and procedures apply to changing a child in a range of circumstances, for example:

- When a child has wet or soiled themselves due to having not reached continence as part of a specific medical condition or global developmental delay.
- When a child has been vomited on or is wet or soiled themselves.
- When a child has become dirty or wet from involvement in play activities, for example; painting or water play.
- When a child requires support and assistance changing for physical activities.

### **Our Approach**

- In Nursery & Reception each child has an allocated Teacher and Teaching assistant. They are responsible for the majority care of the child (including intimate care). In Little Butterflies (2 year old provision) nappy changing and other intimate care is carried by one the 3 members of staff (Nursery Nurses).
- Clear processes and guidance in intimate care will be highlighted specifically to staff upon induction in the setting. New staff will be given the opportunity to discuss any queries or uncertainties they may have in relation to the policy.
- Students, work experience and visitors will NOT be responsible for the intimate care of children in the setting.
- Changing areas are clear and visible to other staff members- the door MUST remain open during these times
- Any changes to the policy or processes involved in nappy changing or intimate care will be made to meet the needs of the individual child or the whole staff and not for the benefit of one individual member of staff.
- There are sound processes for recording and documenting the intimate care of children in all settings by all staff. A chart is displayed and it is the responsibly of each adult to record this information.

- There are clear processes for whistle-blowing and there is an open culture of challenge within the setting where appropriate. Staff feel confident to alert/inform senior members of staff to any concerns raised.
- Parents will be made aware of the setting's intimate care policy and have a copy of the child's care plan where necessary. Parents will be made clear about who their child's Teacher & Teaching assistant/ Key worker (Little Butterflies) is and the processes of intimate care for that setting.
- Staff who provide intimate care will wear gloves and an apron
- Clear processes are in place and agreed with parents around the changing of and transportation of soiled clothes to and from the setting.
- Clear processes of recording are in place around the changing of soiled clothing.

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