



# Highters Heath Nursery School

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*Article 3: All adults should do what is best for you. When adults make decisions they should think about how their decisions will affect children.*

*Article 19: You have the right to being protected to from being hurt or mistreated, in body or mind.*

## Intimate Care Policy

### Purpose

The objectives of this policy are to:

- Encourage the responsible, positive and constructive behaviour of intimate care in support of Highters Heath Nursery School's mission, values, objectives, plans and reputation.
- Prevent and avoid damage to the reputation of Highters Heath Nursery School caused by irresponsible or unauthorised misuse of intimate care.
- Remind employees, Governors, parents, visitors, external agencies and external contractors of their personal responsibilities, both in and out of school with regards to intimate care.

### Introduction

The Intimate Care Policy and guidelines regarding children have been developed to safeguard children and staff. They apply to everyone involved in the intimate care of children. Staff involved with children's intimate care need to be sensitive to their individual needs.

### Definition

Intimate care may be defined as any activity required meeting the personal care needs of each individual child. Parents have a responsibility to advise staff of the intimate care needs of their child, and staff have a responsibility to work in partnership with children and parents.

Intimate care can include:



- Feeding
- Oral care
- Washing
- Dressing/undressing
- Toileting
- Photographs
- Treatments such as enemas, suppositories, enthal feeds
- Catheter and stoma care
- Supervision of a child involved in intimate self-care
- Inhalers
- Medication

## **Principles of Intimate Care**

The following are the fundamental principles upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.
- Every child has the right to be involved and consulted in their own intimate care to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

## **Nursery Responsibilities**

- All staff working with children must be DBS checked. This includes students on work placement and volunteers.
- Vetting includes: Pre-employment checks, two independent references
- Only named staff identified by Nursery should undertake the intimate care of children to include supply staff, students are only able to assist.
- SLT must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines together with any other associated policies and procedures.
- All staff must be trained in the specific types of intimate care that they carry out and fully understand the Intimate Care Policy and Guidelines within the context of their work.



- Intimate care arrangements must be agreed by the Nursery, parents/carers and child (if appropriate).
- Intimate care arrangements must be recorded on the child's record sheet and consent forms signed by the parents/carers and child (if appropriate). This must be shared with all staff that may change a child.
- Supply staff should not undertake any aspect of intimate care that has not been agreed between the Agency, parents/carers and child (if appropriate).
- Agencies need to make provisions for emergencies i.e. a staff member on sick leave. Additional trained staff should be available to undertake specific intimate care tasks. Do not assume someone else can do the task.
- Intimate care arrangements should be reviewed at least annually. The views of all relevant parties, including the child (if appropriate), should be sought and considered to inform future arrangements.
- If a staff member has concerns about a colleague's intimate care practice they must report this to their designated manager/teacher.

## **Guidelines For Good Practice**

- All children have the right to be safe and to be treated with dignity and respect. These guidelines are designed to safeguard children and staff. They apply to every member of staff involved with the intimate care of children.
- Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs. Staff also need to be aware that some adults may use intimate care, as an opportunity to abuse children. It is important to bear in mind that some care tasks/treatments can be open to misinterpretation. Adhering to these guidelines of good practice should safeguard children and staff.
- Involve the child in their intimate care try to encourage a child's independence as far as possible in his/her intimate care. Where the child is fully dependent talk with them about what is going to be done and give them choice where possible. This must be shared with all staff that may change a child. Check your practice by asking the child/parent any likes/ dislikes while carrying out intimate care and obtain consent.



- Treat every child with dignity and respect and ensure privacy appropriate to the child's age and situation. A lot of care is carried out by one staff member/carer alone with one child. Inform other staff working in the area that you are changing a child or performing another agreed intimate care task. The practice of providing one-one intimate care of a child alone is supported, unless the activity requires two people, because of the nature of the task which might be the complexity of the task or safeguarding concerns around the task. This process is for the protection of staff and children. Staff to position themselves and the child to make sure what they are doing is visible and not hidden.
- Make sure practice in intimate care is consistent, a child can have multiple carers, a consistent approach to care is essential. Effective communication between parents/carers/agencies ensures practice is consistent.
- Be aware of your own limitations only carry out care activities you understand and feel competent and confident to carry out. If in doubt, ASK. Some procedures must only be carried out by staff who have been formally trained and assessed.
- Promote positive self-esteem and body image. Confident, self-assured children who feel their body belongs to them are less vulnerable to sexual abuse. The approach you take to intimate care can convey lots of messages to a child about their body worth. Your attitude to a child's intimate care is important. Keeping in mind the child's age, routine care can be relaxed, enjoyable and fun.
- If you have any concerns, you must report them. If you observe any unusual markings, discolourations or swelling including the genital area, report immediately to a designated safeguarding lead (DSL). If during the intimate care of a child you accidentally hurt them, or the child appears to be sexually aroused by your actions, or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident immediately to the HT or in her absence the teacher in charge and/or DSL. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made on to My Concern. It is important to follow the Nursery's reporting and recording procedures. Parents/carers must be informed about concerns.

## **Communication With Children**

It is the responsibility of all staff caring for a child to ensure that they are aware of the child's method and level of communication.

Children communicate using different methods e.g. words, signs, symbols, body movements, eye pointing. To ensure effective communication:



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Ascertain how the child communicates e.g. consult with child, parent / carer and, if appropriate, communication needs must be recorded. If further information is required please consult with the child's Speech and Language Therapist.

- Make eye contact at the child's level.
- Use simple language and repeat if necessary.
- Wait for response.
- Continue to explain to the child what is happening even if there is no response.
- Treat the child as an individual with dignity and respect.

### **Nursery Toilets**

Parents and visitors are not allowed to enter the Nursery's toilets. These provided for the sole use of children. On consultation with staff an exception may be made if a parent needs to toilet/change their own child, providing there are no other children present.