

HARTCLIFFE NURSERY SCHOOL



Intimate Care Policy

Children's dignity is preserved

Aims

Hartcliffe Nursery School aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person, with the exception of the first aid treatment that will be conducted by a qualified first aider.

The safety and welfare of the child involved in intimate care routines is paramount we and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. All nappy changing and toilet areas are private yet visible. No areas are behind a closed door.

Key Changes and Safeguarding Measures 2025

- **Privacy and Supervision:**

Changing areas must be private but also allow for appropriate adult supervision at all times. Screens can be used to provide privacy while ensuring supervision.

- **Child Dignity:**

Procedures must be in place to ensure children are treated with dignity and respect during nappy changes and other personal care.

- **Record Keeping:**

Staff must maintain accurate records of nappy changes, noting any concerns such as unusual bowel movements, and share these with parents.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works.
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks.
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support.
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines.
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training.
- Work closely with parents on all aspects of the child's care and education. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs.
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner.
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the nursery.
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines.
- Staff will be trained in behaviour management techniques which will include using positive handling where required, e.g. if a child is likely to hurt themselves or others. Please refer to the nursery behaviour management policy for further information.
- The nursery has assessed all the risks relating to intimate care routines and has placed appropriate safeguards in place to ensure the safety of all involved.

If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see their key person at the earliest opportunity.

One definition of intimate care is:

“Care tasks of an intimate nature associated with bodily functions, bodily products and personal hygiene, which demands direct or indirect contact with, or exposure of, the sexual parts of the body.”

These tasks include:

- Dressing and undressing (underwear),
- Helping a child use the toilet or potty including toilet learning,
- Changing a nappy

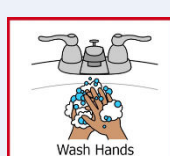
- Cleaning/wiping/washing intimate parts of the body

Intimate care must be a time for connection, care and a calm time for a child. Privacy must be offered depending on the children's age and development. Daily risk assessments must take place (as part of the setting daily risk assessment) of the toilet areas.

Intimate Care is part of our daily routine and crucial to a child's learning and development. It is part of our curriculum. Personal social and emotional development – taking care of myself.

Rationale: Why do we have...CARE ROUTINE

Intimate Care Routines/ Bathroom time is a time to:



- have space for intimacy and deep connection in a safe way.
- experience being cared for in a positive and respectful way by a trusted adult.
- build stronger attachments.
- empower you to take responsibility for your care needs.
- develop your self-care skills.
- develop your awareness of your physical needs.
- keep your body healthy and comfortable.
- learn to use the toilet with help and then independently.
- understand the importance of washing hands to stay clean and healthy.

The emotionally available adult will...

- ..Talk with your family and learn how toileting routines happen at home.
- ..Invest time to make your care routine special and a time for connection.
- ..Show you respect by tuning in to your personal needs and routine.
- ..Make the nappy changing and dressing area a pleasant place to be for you.
- ..Be invitational giving you choice about who changes your nappy and when.
- ..Reduce interrupting your play and give you time to finish your task first.
- ..Use visual props/ cards to support your understanding of bathroom routines.
- ..Provide a sturdy ladder so that you can climb up onto the changing table by yourself, encouraging your involvement in your care routines.
- ..Support your growing independence as you do things for yourself, such as pulling up your own pants after toileting, handwashing, recognising differing parental expectations.
- ..Talk with you about the importance of washing your hands.
- ..Praise you and celebrate your achievements with toileting and self-care.

Dressing and Undressing a Child

Children should be encouraged to be as independent as possible, depending upon their age and stage of development. Privacy should be offered and where a member of staff needs to help a child, this must be done in the toilet with the door open and other staff nearby in the classroom. This should be recorded on the sheet provided and parents informed where necessary.

Nappy Changing

We aim to support the child's care and welfare in accordance with their individual needs. In order to provide them with a strong consistent relationship with an adult, they will be changed by their key Person wherever possible. This is a time for connection, quality interaction and reassurance.

We will work closely to ensure consistency for the child. Information will be shared between staff and parents about nappy changing and toilet learning.

- Only staff that hold a valid DBS certificate are allowed to change the children.
- This must only be in the designated changing area provided, which allows for privacy but is not closed off.
- Parents leave a supply of nappies, wipes and creams, which are stored in an individual named basket.

Method

- All children should be changed as and when needed, but at least once during each session. If a child's nappy is dry when checked agree with parents whether to change the nappy or not.
- All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet), D (Dry) or BM (bowel movement), C (cream used) or S (Sore). The time of nappy change must be recorded and the member of staff initials this on the chart.
- A child must be changed immediately if they soil their nappy or it becomes wet.
- If a child is sore, please inform team leader and parent.
- Children who have a daytime rest must have their nappy checked before going to sleep and changed when they wake up.

CHILDREN MUST NEVER BE LEFT ALONE ON A CHANGING MAT

PROCEDURES

- Ensure staff are prepared with all the necessary supplies before changing a child.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy change, disposed of and new ones worn for each child.
- Remove the nappy, dispose of it in a clean nappy bag, and place in the nappy bin once you have finished changing the child.
- Clean the child's bottom and genitals area remembering to wipe from front to back. Place used wipes in the nappy bag, tie and place in nappy bin. Dispose of gloves and apron.
- If requested by the child's carer, apply nappy cream using a new pair of gloves.
- Place a new nappy on the child.
- Wash both adult and child's hands.
- Clean the nappy change mat with anti-bacterial spray provided and dry with paper towel.

- Replace the items in the child's bag and check for supplies.
- Record nappy change on the sheet provided.

Toilet Learning

Be available to offer support and advice to parents, where necessary to decide if their child is ready for toilet learning. Potties are also available where necessary.

- Children may need to be monitored and supported when using the toilet.
- Ensure they wash their hands after each use.
- Encourage them to manage their own personal hygiene as soon as the children are able but give support where necessary.
- If a child soils themselves respond in a calm, reassuring way.
- Follow procedure for changing a child and record on nappy chart.
- Place any clothes in a double nappy bag and give to parents/carers at the end of the session.

Potty Learning

- If a child needs to use a potty provide a private space for them to do so.
- Parents are welcome to bring the child's own potty from home if they wish to do so. These must be provided in a separate labelled bag.
- Wear an apron and gloves.
- When finished dispose of waste in the toilet and clean with anti-bacterial spray.
- Wash hands.

SAFEGUARDING

If during the intimate care of a child, they are accidentally hurt, it is essential that they are reassured and the incident is reported to the Designated Safeguarding Lead who will record the incident and inform parents.

Any unusual emotional or behaviour response must also be reported and recorded.

All staff must be aware of the Hartcliffe Nursery School Safeguarding Policy and should follow guidelines if there are any concerns about a child's safety.

For further information about Toilet Learning, visit the ERIC website: <https://eric.org.uk/>

