

Intimate Care and Toileting Policy

Definition of Intimate Care:

'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'

Intimate care tasks specifically identified as relevant include:

- dressing and undressing (underwear)
- helping someone use a potty or toilet
- changing nappies
- cleaning / wiping / washing intimate parts of the body.

Definition of Personal Care:

'Although it may involve touching another person, it is less intimate and usually has the function of helping with personal presentation'.

Personal care tasks specifically identified as relevant include:

- feeding
- administering oral medication
- hair care
- dressing and undressing (clothing)
- washing non-intimate body parts
- prompting to go to the toilet.

Children's intimate care needs cannot be seen in isolation or separated from other aspects of their lives. Encouraging them to participate in their own intimate or personal care should therefore be part of a general approach towards facilitating participation in daily life.

This policy sets out clear principles and guidance designed to promote good practice and therefore safeguard children and practitioners; they apply to everyone involved with the intimate care of children.

AIMS

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff whose role includes intimate care.
- To assure parents/carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.

The Disability Discrimination Act (DDA 2001 amended 2005)

In line with the above named Act, The Robinswood Academy Trust will ensure:

- No child who has not achieved continence regardless of age will be refused admission.
- No child will be sent home or have to wait for their parents due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

Basic Principles

At the Robinswood Academy Trust we follow the principles:

- Children have the right to feel safe and secure
- Children will be respected and valued as individuals
- Children have a right to privacy/dignity when staff are meeting their needs
- A child's understanding of toileting procedures is designed to lead independence

Toilet Training:

Starting at an early years setting is always an important and potentially challenging time for both children and their parents, it is also a time of growth and very rapid developmental change for all children. As with all developmental milestones in the Early Years Foundation Stage (EYFS), there is wide variation in the time at which children master the skills involved in being fully toilet trained. For a variety of reasons children may:

- be fully toilet trained
- have been fully toilet trained but regressed for a little while due to the excitement and stress of starting at a setting
- may be fully toilet trained at home but have accidents in the setting, or visa versa
- may be nearly there but needs some reminders and encouragement
- not toilet trained, but responds well to a structured toilet training process
- be fully toilet trained but has a serious disability or learning difficulty
- may have development delays but with additional support will master these skills
- have SEND and might require help with some or all aspects of personal care.

Working with Parents / carers:

At the Robinswood Academy Trust we will work with parents when attending to intimate care and toileting nappy routines.

If a child has any disability or medical needs that may affect their personal care routine, a 'My Plan' and Health Care Plan will be drawn up in agreement with parents/carers.

Any significant observations made during a nappy changing procedure will be notified to the parents at the end of the session (i.e. badly soiled nappy/strong urine etc.)

Vulnerability to Abuse:

We will ensure that all staff at The Robinswood Academy Trust are familiar with our Safeguarding children policy and procedures to protect children from any form of abuse. They will also be made aware that they are vulnerable to accusations of abuse whilst attending to intimate care and toileting procedures and therefore should act in accordance with agreed procedures.

- staff are suitably checked (DBS) and safer recruitment processes are adhered to
- staff are aware of the recording requirements if changing nappies and/or toileting
- staff follow setting procedures/guidelines for intimate care
- staff carry out a risk assessment of the toileting process and areas used
- the child is involved as far as possible in his or her own intimate care
- ensure other staff are aware of the task being undertaken. It is essential that the adult who is going to change the child informs another member of staff that they are going to do this
- all staff are up to date with their safeguarding training.

Achieving Continence:

At the Robinswood Academy Trust we will encourage all our children to achieve continence when they exhibit signs that they are ready.

Protection for Staff:

As far as possible, intimate care and toileting procedures will be carried out by the child's Key Person, protection being afforded to the single member of staff in the following ways:

Staff will be trained in good working practices which comply with Health and Safety regulations.

Staff will implement the strategies outlined in Achieving Continence above.

The Key Person will inform another member of staff that they are taking the child to carry out a care procedure.

If a situation occurs that causes staff embarrassment or concern, a second member of staff should be called if necessary and the incident reported to the Pre-school Manager or Deputy Manager, or a designated safeguarding officer recorded.

Where staff are concerned about a child's actions or comments whilst carrying out the personal care procedure, this should be recorded and discussed with the Pre-school Manager or Deputy Manager, and a designated safeguarding officer immediately.

Staff will be trained in the area of Intimate/Personal care for children with specific needs and procedure for safe moving and handling.

Nappy Changing Procedure

At The Robinswood Academy Trust we will follow the Nappy changing Procedure below:

1. Parents will sign a consent form if their child needs nappy cream to be applied.
2. Gather all the necessary items needed before each nappy change, for example, nappy, wipes, nappy sack, (each child should have their own named bag containing these items and spare clothes in case of accidents).
3. Wash and dry your hands.
4. Put on gloves and apron. You must use a new set of gloves and apron for each nappy change.
5. Place the child on a nappy changing mat.
6. Remove the child's clothing to access the nappy.
7. Remove the nappy and place it inside the nappy sack.
8. If the child's clothes are soiled, you should bag them separately. Put them in the 'soiled clothes bin' until the end of session when you will send them home. Do not rinse them by hand.
9. Using the wipes, clean the child from front to back and place the used wipes in the nappy sack. Tie the nappy sack.
10. Put on a clean nappy.
11. Put on nappy cream provided by parent/carer if required.
12. Take off the gloves and apron and place them in the designated nappy bin.
13. Dress the child.
14. Help the child to wash their hands if necessary using liquid soap, warm water and paper towels.
15. Wash your hands using liquid soap, warm water and paper towels.
16. Take the child back to the room.
17. Return to the nappy changing area and using anti-bacterial spray and paper towels clean the changing mat, surrounding area and underneath the mat before leaving to dry.
18. Put the nappy bag in the bin.
19. Wash and dry your hands.
20. Complete nappy changing form (x2). Retain one at the setting and give the second one to parent/carer at the end of the session.

Items needed:

Nappy bin
Yellow bags
Nappy changing mat / nappy changing unit.
Tub /bag for each child's nappies, wipes and so on
Spare clothes
Disposable aprons
Disposable gloves
Nappy sacks
Anti-bacterial spray
Paper towels
Liquid soap
Bin for paper towels
Nappy forms & pen

The following information has been taken from the Health Protection Agency Guidance on Infection Control in Schools and Early Years Settings (April 2010).

Personal Protective Equipment (PPE)

Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).

Laundry

Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

Clinical Waste

Always segregate domestic and clinical waste, in accordance with local policy. Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot operated bins. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

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