

Intimate Care Policy and Procedure

Statement of intent

It is our intention to develop independence in each child, however we recognise that there will be times when help is required. Our Intimate Care Policy has been developed to safeguard children and staff. The principles and procedures apply to everyone involved in the intimate care of children.

Aim

We aim to ensure that every child is treated with respect and feels safe and comfortable whilst at nursery.

Methods

Children are generally more vulnerable than adults therefore, staff need to be sensitive to their individual needs.

Intimate care may be regarded as any activity that is required to meet the personal needs of an individual child on a regular basis or during a one-off incident. Such activities may include:

- • toileting;
- • feeding;
- • oral care;
- • washing;
- • changing clothes;
- • first aid and medical assistance
- • supervision of a child involved in intimate self-care .

Parents have a responsibility to advise the nursery of any known intimate care needs relating to their child.

Medical advice will be taken into consideration where appropriate.

Principles of Intimate Care

The following are the fundamental principles of intimate care upon which our policy guidelines are based. Every child has the right to:

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

Happy Days Nursery's Responsibilities

All members of staff working with children have been vetted by the disclosure and barring service, (formally known as a CRB check). This includes students and volunteers.

Anticipated intimate care arrangements which are required on a regular basis are agreed between the nursery and parents, and when appropriate and possible, by the child.

In such cases consent forms are signed and stored in the child's record file.

Only in an emergency would staff undertake any aspect of intimate care that has not been agreed by the parents. The act of intimate care would be reported to a member of staff and parents at the earliest possible time following the event.

If we observe any unusual markings, discolouration or swelling it will be reported to the manager immediately. If a child is accidentally hurt during intimate care or misunderstands or misinterprets something, reassure the child, ensure their safety and report the incident to the manager. Report and record any unusual emotional or behavioural response by the child. A written record of concerns must be made available to parents and kept in the child's personal file.

Hygiene.

All staff must be familiar with normal precautions for avoiding infection and should ensure the use of appropriate protective equipment when necessary, for example, protective, disposable vinyl gloves.

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. Depending on their maturity and levels of stress children may communicate using different methods – words, signs, symbols, body movements etc. To ensure effective communication:

- ● 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.

It is important to note that in addition to the information in the Intimate Care Policy, reference should also be made to the Child Protection Policy