



Intimate Care Policy



All Nursery staff will provide intimate care for children if required. All staff have completed safeguarding and child protection training. Staff undertake their duties in a professional manner at all times and adhere to the staff code of conduct. Each child will be attended to in a dignified and kind manner.

To promote self-help skills and independence, children will be encouraged to toilet independently. However, there may be times when children will need adult support with changing and care. Parental consent to support children to change will be sought prior to the settling in process.

All intimate care support will be recorded by the staff member who attends to the child and parents /carers will be made aware of any clothing changes. The school maintains a supply of clothes whereby a child can be changed and made comfortable. Should a child be badly soiled, parents / named contact will be informed and the child should be collected and taken home, where they can be washed and made more comfortable.

Staff Code of Conduct

All actions concerning children must uphold the best interests of the child as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children in their charge must be above reproach.

The following procedures must be observed at all times:

- a) Only children whose parents have given permission for them to be changed may be changed. The parent / carer of those for whom parental consent has not been received should be telephoned in such an instance. A list of any children who may not be changed will be clearly sited for all staff to check.
- b) Due to the difficulty supervising the rest of the class, two members of staff will not be present when a child is being changed. However, the member of staff changing the child will alert the other member of staff prior to starting to change the child.
- c) To provide visual access, the bathroom door should remain open at all times.
- d) While every attempt should be made to give the child privacy and preserve their dignity, other children will not be barred from the bathroom during changing.
- e) Staff must wear disposable gloves when changing a child.
- f) Children should be encouraged to remove the clothes to be changed by themselves where possible.

- g) If required, children will be given a baby wipe to freshen themselves.
- h) Children should be encouraged to dress themselves, with help being given when necessary.
- i) A note of the change must be entered on the staff record sheet and signed by the staff member. A parent record sheet must also be signed and sent home with the wet / soiled clothes. Wet / soiled clothes are to be placed in a bag on the child's peg and the parent / carer informed at the close of the day.
- j) A child who is asking for help in the toilet should be encouraged and directed how to clean themselves. Where intervention is necessary, the other member of staff should be alerted, and the record sheet signed by the staff member on completion.
- k) Should a child be heavily soiled and in need of a full wash, home should be contacted and the child should be collected and taken home from school to be made more comfortable.
- l) Where a child has a medical need which impacts on their ability to be toilet trained, the staff and parent will discuss a care plan and permission must be given for the child to be changed on a regular basis within the Nursery environment.

Reviewed: November 2019



Pupil's Name:

TOILETING

Dear Parent,

If your child has a wet / lightly soiled accident, our policy is that, providing they can clean and change themselves, we will provide a clean set of clothes and support them as they change. The wet / soiled clothes will be sent home and you are asked to wash, dry and iron the spare clothes provided before returning them to the Nursery. If you do not give permission for staff to follow this procedure, you will be contacted and asked to come to Nursery to change your child.

Should your child heavily soil themselves you will be contacted and asked to come to Nursery to clean and change your child and, if need be, take them home to be made more comfortable.

I give / do not give permission for Nursery Staff to support my child as he / she changes from wet / soiled clothes to dry clothes.

Signed _____

Date _____



Hart Memorial Nursery

Child's Name

Dear Parent,

Your child was changed today because he / she . . .

- ☐ Got wet while playing at the water tray
- ☐ Had a toileting accident
- ☐ Was sick
- ☐ Other.....

Signed..... Date.....

Hart Memorial Nursery

Child's Name

Dear Parent,

Your child was changed today because he/she . . .

- ☐ Got wet while playing at the water tray
- ☐ Had a toileting accident
- ☐ Was sick
- ☐ Other.....

Signed..... Date

Intimate Care (due to specific need)

Name of child:

Class:

Intimate Care requirement due to medical need:

Toileting

11

Dressing/ Undressing


11

Feeding

11

Other; please specify.....

Plan



I consent to staff following the plan above as required.

Signed(Parent):_____ **Date:**_____

Signed (Teacher):_____ **Date:**_____

Intimate Care Record

[illegible]

