



**Together, caring and learning**

## **Intimate Care Policy**

Whenever possible, the child's key person will be responsible for meeting the intimate care needs of the child. If the key person is not available, the back up key person will be responsible. The key person will make these one to one times fun, whilst retaining good standards of hygiene and maintaining respect and dignity for the child.

- Key person will discuss with parent prior to entry and establish best way of working with individual child.
- Key person will regularly check a child in nappies to ensure that wet nappies are changed as necessary and a soiled nappy is changed immediately.
- Key person will inform all staff of any issues regarding their key children e.g. needs to be asked/reminded to go to toilet, any particular language used etc.
- Parent to provide nappies/pull-ups, wipes, nappy sacks and spare clothes as necessary in named preschool bag.
- Accessible toilet to be used for changing (use mat on floor not on wall).
- Toilet door to be left open for staff protection and staff to ask for help with children who struggle.
- Key person to use changing time to talk about using toilet and to familiarise child with toilet that older children use.
- Staff to wear protective gloves and plastic apron. These to be disposed of in bin outside with the soiled nappy.
- As child progresses to use toilet key person to be on hand to offer help and support as necessary.
- All staff to work to develop children's independence to manage their own clothing, hand washing etc but to be on hand to help as necessary and to reinforce basic hygiene.
- Accidents to be dealt with in a very low-key way i.e. a chair put over the floor while the child is taken to the toilet and cleaned and changed. If possible, another member of staff should clear up the mess. If only one staff member is available the child is the priority but there must be no danger to the other children
- As children become more competent and independent they are encouraged to go by themselves to the accessible toilet
- Steps are provided so that children can reach the toilet and sink.
- Children are encouraged to use the toilets available with whatever help they need from an adult but if necessary parents may bring in their child's potty or toilet seat in a named bag.

- Any staff member taking a child to the toilet should inform another member of staff. This is to ensure the safety of all the other children in the group and for the protection of the staff member concerned.
- At all times the child is to be treated with care and sensitivity and their privacy to be respected as far as possible.
- Parents should be informed of any nappy changes, any nappy rash, loose bowel movements etc.

### **Intimate care for children with SEND**

All the above applies to children with SEND as it applies to all children but staff will take particular care of the following where a child has a special educational need or disability.

- Staff will familiarise themselves with the child's method of communication, routine and care needs by working in partnership with parents.
- Staff will pay particular attention to the child's body language and be alert to possible safeguarding issues (e.g. if a child appears very reluctant to be touched etc).
- Staff will always talk to children about what is happening, explaining and reassuring as necessary.

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