

# Hampton Vale Primary Academy



**Hampton Vale Primary Academy,  
Seedlings and Little Seedlings Nursery**

## **Intimate Care Policy**

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## **1.0 Aims and Expectations**

1.1 The purpose of this policy is:

- To safeguard the rights and promote the best interests of all children
- To ensure children are treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one
- To safeguard adults required to operate in sensitive situations
- To raise awareness and provide a clear procedure for intimate care
- To inform parents/carers in how intimate care is administered
- To ensure parents/carers are consulted in the intimate care of their children

## **2.0 Introduction**

2.1 As a nursery provider, we fully recognise that providing intimate care, including nappy changing, is a duty of care that falls within our responsibility in ensuring all babies and young children's needs are met whilst they are within our setting.

2.2 As a school, we intend to work alongside parents and carers to support and develop independence with relation to any intimate care needs, but fully recognise that there may be occasions and specific instances where assistance is required for some pupils.

2.3 Our Intimate Care Policy has been developed to safeguard the children and adults involved. The principles and procedures contained in this policy apply to all involved in the intimate care of children.

2.4 Intimate care may be defined as any activity that is required to meet with personal needs of an individual child on a regular basis or during a one-off incident.

2.5 Such activities may include:

- Toileting
- Feeding
- Oral care
- Washing
- Changing of clothes
- First aid and medical assistance
- Supervision of a child involved in intimate self-care.

2.6 Parents/carers have a duty to advise the school of any known intimate care needs and requirements relating to their child/children using the systems in place designed by school and nursery.

## **3.0 Principles and Best Practice of Intimate Care**

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

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

3.2 Nappy changing provided to a baby or child on a regular basis is recorded in their personal communication book for each instance of nappy changing.

3.3 For each nappy change parents/carers will be informed of the time of the change, whether it was wet or soiled, as well as any other relevant information.

3.4 In the event of a one off incident of intimate care provided parents will be informed of the care carried out either via phone call or face to face communication.

3.5 Parents/carers will be involved with the intimate care arrangements of their child and this will be reviewed at regular intervals.

3.6 It is important that staff carrying out such duties must understand that their behaviour and actions are open to scrutiny at all times.

3.7 The academy and nursery is committed to ensure that all staff who carry out intimate care duties will be provided with the appropriate training including safeguarding, health & safety training and appropriate moving and handling.

3.8 Staff will be supported to adapt practice in relation to the needs of the individual child and ensure that they take into account any developmental changes such as the onset of puberty and menstruation. Wherever possible, staff who are involved in the intimate care of a child, will not usually be involved in the delivery of any sex education to their children. This is an additional safeguard to both staff and children involved.

3.9 For older pupils, wherever possible, the same child should not be cared for by the same adult on a regular basis; as best practice, a rota of carers of people known to the child should be created to provide the appropriate care. This will help safeguard against possible over-familiar relationships from developing. At the same time, this should not be a succession of completely different carers as the child should feel comfortable with who is carrying out these duties.

3.10 For babies and young children who require regular nappy changes, key persons undertake changing babies in their key groups wherever possible; back up key persons change them if the key person is absent.

#### **4.0 Nappy Changing Within Our Nursery Settings**

4.1 Within our nursery settings permission for staff changing nappies is given within the new starter documentation. Intimate care for wet or soiled nappies should only be given to children with parental consent.

4.2 If a parent does not give consent the nursery will contact the parents or other emergency contact giving specific details about the necessity for cleaning the child.

4.3 If the parent/carer or emergency contact is able to come within a few minutes the child will be comforted and staff will strive to preserve the dignity of the child until the parent arrives.

4.4 If a parent/carer or emergency contact cannot attend, the nursery seeks to gain verbal consent from the parent/carer to clean and change the child.

4.5 This permission will be sought on each occasion that the child soils themselves.

4.6 Babies and toddlers are always changed within sight of other staff whilst maintaining their dignity and privacy at all times.

4.7 Nappy changing areas are warm and there are no bright lights shining directly in children's eyes.

4.8 The nappy changing areas must be kept hygienic at all times, and all surfaces must be cleaned in between nappy changes using cleaning products provided by the setting. Nappy changing areas should be checked at the start and end of each day during the daily health and safety checks by staff.

4.9 Each child has their own set of changing equipment provided by parents/carers. These must include wipes, nappies and disposal bags, but parents/carers can also opt to provide other optional items such as barrier cream, or a special toy for a child to play with whilst they are having their nappy changed.

4.10 Parents/carers must communicate their child's nappy changing needs within their starter documentation. They must also update the setting with regards to any changes to their child's routine.

4.11 Aprons and gloves should be worn by staff for changing nappies before changing starts. These resources are provided by the nursery setting.

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4.13 Key persons never turn their back on a child or leave them unattended on a changing mat.

4.14 Key persons are gentle when changing; they allow time for communicating with the child by talking to them and responding to any sounds and noises a baby makes. They allow time for play and any rituals that the baby or child enjoys.

## **5.0 Nappy Changing for Pupils Within School**

5.1 Any child from Reception to Yr6 who requires regular nappy changing has an individualised care plan that is agreed with parents and a record is kept of who changes the child, how often this task is carried out and at what time. The record will also detail whether the nappy was wet or soiled. This is communicated to parents daily within their personal communication book.

5.2 Nappy changing should be undertaken by two members of staff. Staff must wear gloves for all nappy changing.

5.3 It is the responsibility of the parent to provide all changing materials including: nappies, disposal bags and wipes.

5.4 School will provide any other necessary changing materials, such as a mat, and any equipment to be worn by adults.

5.5 The procedure is discussed in a friendly and reassuring way with the child throughout the process.

5.6 When touching a child, staff should always be aware of the possibility of invading a child's privacy and will respect the child's wishes and feelings.

## **6.0 Changing Facilities**

6.1 Within each nursery room (Burghley, Serpentine and Little Seedlings) there are areas dedicated to nappy changing which suit the changing needs of the ages of children that are cared for.

6.2 There is a wet room located within Little Seedlings which provides more privacy if required. If an occasion arises whereby a child needs to be changed within this room then two adults must be present at all times.

6.3 The rest of the school has access to two disabled toilets with changing facilities: one in the studio building, and one located next to the main school office.

## **7.0 Safeguarding and Protection of Children**

7.1 New staff may only provide intimate care once a full DBS has been received. They must also complete a nappy changing induction.

7.2 Each child will have an assigned senior member of staff to act as an advocate to whom they will be able to communicate any issues or concerns that they may have about the quality of care that they receive.

7.3 The Safeguarding policies and procedures set by Hampton Vale Primary Academy and The Four Cs MAT will be accessible to staff to adhere to.

7.4 Where appropriate, all children will be taught personal safety skills matched to their level of development and understanding.

7.5 If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and investigated and the outcomes will be recorded. Parents/carers will be contacted at the earliest opportunity of this process to reach a resolution.

7.6 Staff schedules will be altered until the issue(s) are resolved so that the child's needs remain paramount. Further advice from outside/ partner agencies should be sought as appropriate.

7.7 If a member of staff has any concerns about physical changes in the presentation of a child, eg, marks, bruises, soreness etc this should be reported immediately to the appropriate designated child protection officer. A clear record of the concern should be completed.

7.8 If a child makes an allegation against a member of staff, all necessary policies and procedures will be followed inline with the school Safeguarding Policy.

## **8.0 One-Off Soiling Incidents**

8.1 Occasionally children across school may require support after a one-off soiling incident. In these cases it is important that they tell an adult as quickly as possible after an incident. All children are able to keep their own uniform spare clothes in personal belongings if this is deemed necessary. The academy also keeps spares to be used if a child does not have their own.

8.2 In these incidents children are expected to have the independence necessary to clean and change themselves in a private environment. An adult will provide any necessary hygiene products and a plastic bag to place dirty items of clothing.

8.3 An adult will also remain nearby to ensure that the child feels comfortable when cleaning and changing themselves. Assistance will only be given when a child is unable to do this and two adults must be present for this.

## **9.0 Application of Sunscreen**

9.1 Members of staff understand the dangers posed to children and themselves by exposure to the sun.

9.2 In hot weather periods children are encouraged to come into school and nursery with sunscreen already applied. They are encouraged to bring in their own named supply of sunscreen which they can apply further if necessary.

9.3 Sunscreen is not to be shared between children.

9.4 If deemed necessary, adults within our early years settings can top up sunscreen application on the parts of a child's body that will be exposed to sunlight when outdoors. They will only do this if a child is not able to be independent in doing this themselves. There must always be two adults present.

9.5 Adults may only support older pupils within school to top up their sunscreen with their parents/carers explicit written permission that is recorded on CPOMS. This will only happen in cases where children are unable to do this independently.

9.6 If a pupil requires support in applying sunscreen from an adult there must always be an additional adult present.

### **10.0 Guidance For a Child in Need of Adult Assistance to Wash/Shower**

10.1 Showers are available in the wet room facility within Little Seedlings Nursery.

10.2 For the safeguarding of all involved, two adults should be present at all times. For children who have had accidents and need cleaning up, where no agreement is already in place, check with the appropriate Assistant Headteacher before intervention.

10.3 If showering is considered appropriate – get the child to do as much as possible. The parents of the child should be informed of the action taken. If the child is unwilling, no shower should take place.

### **11.0 Policy Review**

11.1 If for no other reason this policy will be reviewed every 2 years.