

# Intimate care and nappy changing

## Policy

**The principles set out in this policy will always be followed**

**\*\*\*All children at St Joseph's Pre-School have the right to be safe and be treated with dignity, respect and privacy always\*\*\***

\*Please also see the links in our Safeguarding, Health and Safety, Inclusion, Risk assessment, Confidentiality, SEND, Data Protection and Record keeping Procedures.\*

## Responsibilities and expectations

At St Joseph's Pre-School Unit our procedures support the safeguarding and welfare requirements of Early Years Foundation Stage Statutory Requirements, the Equality Act 2010, the Disability Discrimination Act 2005 and the SEND Code of Practice 2014:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against.
- No child who is delayed in achieving continence will be refused admission.
- No child will be sent home or have to wait for their parents/carer due to incontinence.
- Adjustments will be made for any child who has delayed incontinence.

At St Joseph's Pre-School Unit;

- Intimate care includes any tasks that will involve the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area.
- Staff/ Child's keyworker at St Joseph's Pre-School work in partnership with parents/carers to agree care appropriate to the needs of the individual child.
- All nappy changes and intimate care routines are recorded on the electronic Tapestry care diary and shared with the child's parents/ carers, including the type of care and the time it took place.
- Where it is felt appropriate, or where a child's needs are more than routine toileting or nappy changing the SENDCo or Deputy will work together with the child's Parents/Carers to produce a written care plan to be followed.

If a care plan is required for a child, the follow will be agreed with the child's parents and a care plan will be put together for the child.

- What care is required
- Number of staff needed to carry out the task (if more than one person is required, reason will be documented)
- Additional equipment required
- Child's preferred means of communication (e.g. visual, verbal). Agree terminology for parts of the body and bodily functions
- Child's level of ability i.e. what tasks they are able to do by themselves
- acknowledge and respect for any cultural or religious sensitivities related to aspects of intimate care
- Be regularly monitored and reviewed in accordance with the child's development

The child's care plan will be shared with all staff to ensure that the child's needs are met.

### **Nappies and wipes and clothing**

At St Joseph's Pre-School Unit all Parents/Carers are asked to supply the following (in a clearly named bag) for their child: -

- Spare nappies or pull ups
- Wipes, creams currently being used
- Spare Clothes
- Spare underwear

Were children are no longer in need of nappies or pull ups clothing will still be requested.

### **Changing children's nappies, clothing, toileting and providing intimate care**

- Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned. There are objects of interest to take the child's attention.
- If children refuse to lie down for nappy change, they may be changed whilst standing up, providing it is still possible to clean them effectively.
- Each young child has their own nappies/pull ups and changing wipes and these are used by staff when changing a child.
- Staff ensure that nappy changing is relaxed and a time to promote independence in young children.
- Young children are encouraged to take an interest in using the potty or toilet; they may just want to sit on it and talk to a friend who is also using the toilet.

- They are encouraged to wash their hands and have soap and paper towels to hand. They are allowed time for some play as they explore the water and the soap.
- Anti-bacterial hand wash liquid or soap should not be used by young children, as they are no more effective than ordinary soap and water.
- Staff are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
- Wipes or cotton wool and water are used to clean the child. Where cultural practices involve children being washed and dried with towels, staff aim to make reasonable adjustments to achieve the desired results in consultation with the child's parents/carers. Where this is not possible it is explained to parents/carers the reasons why. The use of wipes or cotton wool and water achieves the same outcome whilst reducing the risk of cross infection from items such as towels that are not 'single use' or disposable.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Older children use the toilet when needed and are encouraged to be independent.
- Members of staffs do not wipe older children's bottoms unless there is a need, or unless the child has asked.
- Parents/carers are encouraged to provide enough changes of clothes for 'accidents' when children are potty training.
- If spare clothes are kept by the setting, they are clean, in good condition and are in a range of appropriate sizes.
- If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter.

Nappy changing is always done in the designated area

### **Safeguarding**

All staff are trained on the signs and symptoms of child abuse and complete training to at least group 2. Staff will report any concerns in accordance with the Pre-School Safeguarding Policy and by following the up-to-date guidance available from Devon County Council, MASH and Ofsted.

If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness, distress etc they will inform the Safeguarding Designated Lead or Deputy immediately, the Safeguarding Policy will then be implemented.

Should a child become unhappy about being cared for by a particular member of staff, the SDL/ Manager/Deputy will investigate the situation. Any triggers will be discussed with the child's parents/carers in order to resolve the problem. If necessary, the SDL/Manger/Deputy will seek advice from other agencies. (Please remember that you need parental permission to talk to any agency about a specifically named child.)

If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

All members of staff complete an entry in the electronic care log, for all intimate care routine carried out and these are then shared with parents/carers through their child's care diary.

### **Dealing with body fluids**

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely by placing soiled items into a nappy sack, sealed and placed into the nappy bin in the disabled toilet within St Joseph's Primary School.
- When dealing with body fluids, staff will wear protective clothing (disposable non-latex plastic gloves and disposable aprons) and wash themselves thoroughly afterward. Soiled children's clothing will be double bagged to go home – staff will not rinse it.
- Appropriate cleaning fluids will be used for surfaces, as per manufacturer's instructions. Cleaning will take place promptly, to prevent accidents. Children will be kept away from the affected area until the incident has been completely dealt with.
- All staff maintain high standards of personal hygiene and will take all practicable steps to prevent and control the spread of infection.
- This policy aims to manage risks associated with intimate care needs and ensures that employees do not work outside the remit of their responsibilities set out in this policy.
- All records required to implement this Policy will be recorded, stored, shared and destroyed in accordance with the General Data Protection Regulations 2018.