



# Comet Nursery School and Children's Centre

## Intimate Care - Changing Children

### 1. Introduction

- 1.1 Intimate care includes tasks which involve the dressing, undressing, washing (which may include intimate areas), assisting with toileting, changing nappies or a procedure which may include direct or indirect contact with an intimate area of the body.
- 1.2 Pupils with intimate care difficulties are not discriminated against, in line with the Equalities Act 2010
- 1.3 Staff carrying out intimate care work do so within guidelines (i.e. health and safety, manual handling, safeguarding protocols awareness) that protect themselves and the pupils involved
- 1.4 There are two dedicated toilet spaces for the provision of intimate care in the nursery – one in Moon room and one in Sun Room. Both spaces have a changing table/bed, at least one child-sized toilet, and hand basin with warm water. Each area is also stocked with wet wipes, disposable gloves, aprons and a supply of nappies. For those children requiring regular intimate care, there are labelled baskets containing their personal supplies.
- 1.5 Our aim is to include toileting and personal hygiene as part of the Early Years curriculum and to respect children's rights to dignity, privacy and personal safety.

### 2. Safeguarding

- 2.1 All staff have received safeguarding training and have read Part 1 of 'Keeping children Safe in Education 2021'. They have a clear understanding of safeguarding procedures within our setting and understand the need to report any concerns to the Designated Safeguarding Lead or other Safeguarding Officer(s).

### 3. General Principles

- 4.1 Our staff providing intimate care of children will do so in a professional and respectful manner at all times.
- 4.2 Staff must be aware that children can feel very distressed when being changed and should try to make the experience as relaxed and calm as possible
- 4.3 We do not tell children off for wetting or soiling themselves
- 4.4 Students and short term agency staff should not change children
- 4.5 Parents and carers must change only their own children within the nursery

#### **4. Procedures for dealing with bodily fluids**

- 4.1. As a general rule, the member of staff who discovers a child has wet or soiled themselves will carry out changing procedures. However, there may be occasions when it is appropriate for the Keyworker, Learning Support Assistant (LSA) or a member of staff who knows the child well to change them.
- 4.2. Staff will ensure that children stay away from the affected area until it has been cleaned.
- 4.3. When dealing with body fluids, staff wear protective clothing which includes disposable gloves and aprons. Staff must thoroughly wash their hands after.
- 4.4. When a child becomes soiled, a member of staff (teacher, nursery nurse, practitioner, meals supervisor) will assist the child with changing:
  - Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely in bins provided.
  - Remove soiled clothes
  - Clean skin (this usually includes bottom, genitalia, legs, feet)
  - Dress child in their spare clothes or in school's clothes. Staff always encourage children to attempt undressing and dressing independently. However, if help is needed then a member of staff may provide assistance
  - Nappies must be disposed of in the nappy bins provided.
  - Adults will wash their hands and ask the child to wash their hands when you finished.
  - All changes are recorded in the 'Intimate Care' folder and a short note to parents/carers should be completed
  - Soiled clothes are placed in a plastic bag with a note attached and placed on peg to be given to parents at home time.
  - A member of staff will discretely tell the person who collects the child about the incident.

#### **5. Partnership with Parents**

- 5.1. At Comet Nursery School and Children's Centre, we work in partnership with parents and carers to ensure that we are meeting the individual needs of their child. With this in mind, we ask that all parents provide the following items:
  - Spare clothes including underwear
  - Nappies and wipes where neededIn cases where no spare clothes or nappies have been provided, we will use our school supply of clothing stored in Sun Room.
- 5.2. Where appropriate, we encourage all our parents and carers to begin toilet training their children at home. We offer support for this and encourage the child to take an interest in using the toilet, remind them to "have a go" during their session.
- 5.3. Where a child presents with additional needs and is not ready to transition to using the toilet, we will develop a 'Toileting plan' with parents and the SENDCO which meets their individual needs.

#### **6. Use of Toilets**

- 6.1. Toilets should be as clean and pleasant as possible.
- 6.2. The rota will specify the members of staff who are responsible for supervising the toilets.
- 6.3. Staff should be aware that some children will need help to unfasten buttons or wipe their bottoms (plastic gloves must be worn for this).

- 6.4. For children who have special needs in the area of toilet training and using the toilet independently, an Individual Educational Plan outlining strategies and procedures will be drawn up.
- 6.5. Children should be taught that the toilets are not a place to play and only one child should be in the cubicle at a time.
- 6.6. Any fault, damage or bodily fluid spills in the toilets should be reported to the Site Manager/Headteacher immediately and repaired/rectified as soon as possible. If necessary, the toilets will be out of action until the issue is taken care of.

**Monitoring**

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Learning and Development Committee. This policy will be reviewed on a three year basis.

**Chair of Governors**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Headteacher**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Date for Review – Spring 2025**