



Intimate care policy and procedure

Intimate care refers to the care given when meeting a child's toileting and hygiene needs. This will range from minimal assistance to full care depending on the individual child's needs for reasons of age, illness, special needs or disability.

We aim to provide intimate care when required, which acknowledges the responsibilities, and protects the rights of everyone involved.

We believe that children have the right to be treated with sensitivity and respect, and in such a way that their experience of intimate care is a positive one. We acknowledge that it is essential that every child is treated as an individual and that care is given as gently and as sensitively as possible.

We also believe that every child should be encouraged to have a positive image of their own body. We aim to provide guidance and reassurance to staff, and protect the rights and well being of children.

Procedure

- We will liaise closely with parents/guardians of children with special needs to obtain as much information as possible in order to make the process of intimate care as comfortable as possible. We will endeavour to take all of their individual concerns into account. We are conscious that this is a sensitive issue and will ensure all of our staff are aware of our confidentiality policy.
- We believe that information on intimate care should only be communicated by personal contact, sealed letter, or telephone between parents/guardians and the member of staff concerned.
- We will ensure that all staff are familiar with the normal precautions for avoiding infection and that they are aware of our hygiene policy and procedure. Staff will wear a disposable apron and gloves and any soiled waste should be either flushed down the toilet or placed in a sealed waste disposal bag which is placed in a separate bin. This bin must be emptied into a clinical waste bin at the end of each day.
- We will encourage our staff to take part in any appropriate training whether that is internal or external training, and we will endeavour to provide supervision and induction of all staff.
- We will endeavour to ensure privacy appropriate to the child's age and situation when carrying out intimate care.
- We will allow the child to care for themselves as far as they are able to, and encourage our staff to promote appropriate use of toilets and associated skills.
- We will be aware of and responsive to the child's reactions, and provide reassurance whenever this is required.
- Where possible each child will be cared for by their Key Person.
- When providing intimate care, the settings Safeguarding Policy will be adhered to at all times.
- If a member of staff has any concerns about physical changes in a child's

presentation e.g. marks, bruises, soreness etc. they will immediately report the concern to the Designated Safeguarding Lead, Ruth Meaden.

- If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked into and outcomes recorded. Parents/Carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution. Further advice will be sought from outside agencies if necessary.

It is not normally practical from the point of view of staffing resources, for there to be two members of staff involved in intimate care of one child, and also this will not assist the privacy of the child. We will, wherever possible though, advise our staff to inform another member of staff when they are going to undertake intimate care of a child.

The above policy will be reviewed regularly and the procedure monitored and evaluated.

This policy was adopted at a meeting of Trustees held on

and was checked and re-affirmed on

Signed on behalf of The Little Pennies Pre-School

.....(Chairperson)