

Intimate care and nappy changing

This document is produced for staff working with the children at Pixies, and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees and volunteers.

Introduction

- Pixies primary concern is to address the needs of all children to help them achieve their full potential. We work in partnership with parents/carers and encourage and support the involvement and inclusion of individual children and it is for this reason that we have an intimate care policy.
- Staff who work with young children, or children with special needs will realise that the issue of intimate care is a difficult one and will require staff to be respectful of children's needs.
- Intimate care is any care which involves washing, touching or carrying out a procedure invasive to privacy to intimate personal areas. Examples include care associated with continence and nappy changing as well as more ordinary tasks such as help with washing or bathing.
- Children's dignity will be preserved and a high level of privacy, choice and control will be provided to them. Staff who provide intimate care to children have a high awareness of child protection issues. Staff behaviour is open to scrutiny and staff at Pixies work in partnership with parents/carers to provide continuity of care to children whenever possible.
- The Early years Foundation Stage (EYFS) has a goal of; 'Dress and undress independently and manage their own personal hygiene', within the PSED (Personal, Social and Emotional development) area of learning. Staff at Pixies support the children in working towards this goal – appropriate to their development level and degree of understanding. This work is shared with parents who are encouraged to support the goals within the home.
- Pixies is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Pixies recognises that there is a need to treat all children with dignity and respect when intimate care is given. No child should be attended to in a way that causes distress or pain.

Procedures

- All children who require intimate care are treated respectfully at all times; the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are trained to do so (including Child Protection and Health and Safety training) and are fully aware of best practice. Intimate care is discussed with all employees during their induction. Regular supervision and appraisals are used to identify any areas for development or further training. All staff undertaking intimate care routines must have enhanced CRB checks.
- Staff will be supported to adapt their practice in relation to the needs of individual children taking into account developmental stages and individual families' religious views around intimate care.
- There is careful communication with each child who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc.) to discuss the child's needs and preferences. The child is aware of each procedure that is carried out and the reasons for it.

- Children will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for themselves as they can. Individual intimate care plans will be made for particular children as appropriate to suit the circumstances of the child.
- Each child's right to privacy will be respected. Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child needs help with intimate care. Where possible one child will be cared for by one adult unless there is a sound reason for having two adults present. If this is the case, the reasons should be clearly documented.
- Parents/carers will be involved with their child's intimate care arrangements on a regular basis; a clear account of the agreed arrangements will be recorded on the child's care plan if necessary. The needs and wishes of children and parents will be carefully considered alongside any possible constraints. eg. staffing.
- Pixies understands it's legal obligation to meet the needs of children with delayed personal development in the same way they would meet the individual needs of children with delay in another aspect of their development. We work in partnership with parents on an individual basis to make reasonable adjustments to meet the needs of each child.
- In the case of delayed development, staff will tend to the needs of the child as set out in the child's individual intimate care plan.

Nappy changing procedures

- In order to promote consistent caring relationships, intimate care procedures will be carried out by the child's key person wherever possible. A child will never be supported in intimate care routines by an adult who is not familiar to them. The member of staff changing the child will inform another member of staff that they are going to do this.
- A child will always be consulted before an intimate care routine takes place, eg. 'Can I change your nappy when you have finished your story?'. This gives the child time to process what is happening next. They will never be forced to leave what they are doing.
- Staff will use the nappy changing area next to the children's toilets or within the main play room. In order to maintain the child's privacy, these areas are enclosed enough to respect the child's privacy, yet are not beyond sight of other staff members.
- Mobile children can be changed standing up, or on the nappy changing stand. The child's preference/needs will be considered, together with any assessed risks involved with either method.
- Staff will wash their hands before and after carrying out intimate care routines.
- Staff will wear fresh disposable gloves while changing a child.
- Staff will use fresh disposable aprons when dealing with intimate care that requires such protection, having regard for the needs of children to be cared for immediately during and after such situations.
- Soiled nappies will be securely wrapped and disposed of appropriately in the designated covered bin.
- Used wipes, gloves and aprons are to be disposed of in a bin with a disposable liner. The bin will be emptied at least once a day and the liner replaced.
- Staff will ensure that written parental consent is given for any creams and lotions to be applied during nappy changing.
- Once the child has been changed and returned safely to the, eg. nursery area, the changing area will be cleaned with anti-bacterial cleanser.

- Staff will ensure that the children's toilet, hand-washing facilities and nappy changing area is kept clean and adequately stocked with appropriate resources, having regard to agreed guidelines and procedures.

Dealing with 'accidents' elsewhere

- Some children may not recognise their need to use the toilet whilst otherwise engaged in activities and 'accidents' will occur. Staff should ensure that children's dignity and privacy are continued to be respected in these incidents, by their manner and method of dealing with such situations. Children may also become sick and soil themselves or the surrounding area.
- The child concerned should be reassured and taken to the toilet as soon as possible, where intimate care can be carried out as appropriate. Soiled clothing should be rinsed if necessary and bagged to return to parents/carers at the end of the session.
- Other children nearby should be promptly removed from the immediate area or distracted from the situation as appropriate.
- Staff should always use protective disposable gloves and disposable aprons when dealing with any body fluids e.g. changing child, administering first aid or dealing with a sick child. Emergency supplies to be kept in each play area.
- Any flooring or equipment that has been soiled from such 'accidents' should be cleaned as appropriate before children return to play.

The protection of children

- Staff encourage children to have a positive body image. Confident, assertive children who feel their body belongs to them are less vulnerable to abuse.
- Safeguarding Procedures and Inter-Agency child Protection procedures will be accessible and adhered to by staff.
- If a member of staff has any concerns about physical changes in a child's presentation, eg; marks, bruises, soreness, etc, s/he will immediately report concerns to the designated safeguarding officer, who will follow the procedures outlined in the Safeguarding Policy.
- If any parent or member of staff has concerns or questions about intimate care procedures or individual routines please see the manager at the earliest possible convenience. If a child becomes distressed or unhappy about being cared for by a particular member of staff, the matter will be looked in to and outcomes recorded. Parents/carers will be contacted at the earliest opportunity as part of this process in order to reach a resolution.
- The setting operates a Whistle-blowing Policy as a means for staff to raise concerns relating to their peers. The management supports this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children at the setting.
- If an allegation is made against a member of staff, the setting will follow the procedure outlined in the Safeguarding Policy.

Last updated: February 2015

THIS IS A WORKING DOCUMENT ALL STAFF ARE REQUIRED TO SIGN AND DATE IT WHEN THEY HAVE REFERRED TO IT

Read by:

Date: