

Intimate Care Policy

'LIVE, LOVE AND LEARN IN A CARING CHRISTIAN COMMUNITY'

At St Joseph's all children who require intimate care are treated respectfully at all times; the child's welfare and dignity are of paramount importance.

Intimate Care in the Early Years Foundation Stage

Our policy is to adopt the Intimate Care guidance as outlined by Hertfordshire County Council (HCC). For further information, please visit:

<http://www.thegrid.org.uk/learning/foundation/inclusion/links.shtml>

Children with Special Educational Needs

Children with special needs have the same rights to privacy and safety when receiving intimate care. Should a child with medical or special educational needs have intimate care needs, staff will seek specialist advice concerning the specific needs of that child and an intimate care plan will be drawn up for each child appropriate to their circumstances. Regardless of age and ability, the views and emotional responses of children with special needs will be actively sought when drawing up or reviewing a care plan. The school will make reasonable provision/adaptations to meet the needs of all children with intimate care needs; however, at times it may be necessary to seek direct support from parents/carers or externally from medical professionals.

Appendix 1 - Intimate Care Procedures in Early Years Foundation Stage

Procedure to follow when dealing with toileting issues or changing a child due to an injury.

Toileting:

- All parents must complete a permission slip giving us permission to assist their child in the toilet.
- Only a member of staff to assist child in the toilet (not voluntary helpers/ students)
- All staff wear protective gloves. (protective aprons available if needed)
- If a child asks for help, go by their guidance. Lifting onto toilet/ holding steady/ wiping. Encourage the child to act first, then adult will support.
- If child is wet/ soiled, encourage children to change themselves, if they need help, assist as needed, asking them first.
- Change the child in the children's toilet cubicle, door is open. Child in cubicle, adult outside cubicle.
- Encourage child to stay in cubicle while undressed.
- Other staff members nearby.
- Always change the child away from windows viewed from the outside.
- Don't change a child in front of visitors/ helpers.
- Nappies: follow same procedure as above, change child standing up if able to. If this is not possible, use a changing mat on toilet cubicle floor.
- Dispose of nappy in outside refuse bins. Used wipes and gloves in nappy sack in rubbish bin.
- Whilst Nursery are in main school: Staff will take child to toilets and stay with them so they are not unaccompanied. Boys and Girls will use unisex toilets so staff can enter and assist. Staff will always announce that they are entering the toilet area to help. If a child does not need help, staff will stand by the door with the door ajar.
- Parents informed at end of session of 'accident' or nappy change.

Injury:

- If a child has injured themselves outside and you need to check under clothing for an injury, bring them inside.
- Ask the child if it's okay to look under clothes, let them know what you are going to do.
- Other staff members nearby.
- If the injury is suspected in the child's private areas, do not check, monitor, depending on the severity, call the parent if needed and inform them.

- Always wear protective gloves to treat a child.
- Any treatment that is needed, let the child know what you are going to do.
- All accidents will be recorded in the accident folder and parents will be informed.