

Name of Policy: Intimate Care	Version/Last Review Date: September 2020 (V4)
Statutory documents linked to policy:	Previous review date: January 2014 (V1) January 2015 (V2) September 2017 (V3)
Other Policies linked to this policy: Child Protection Safeguarding	Next Review Date: September 2023
Governor Committee Responsible	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

Intimate Care and Toileting Policy

Aim

At West Newcastle Academy we aim to meet the needs of all our children and promote their welfare. We recognise and assist children with intimate care where needed, and ensure that the children are treated with courtesy, dignity, and respect at all times.

Intimate care is defined as care involving washing, touching or carrying out a procedure to intimate personal areas which some children may need support in doing because of their young age, physical difficulties or other special needs.

Where a child has intimate care needs, a designated member of staff takes responsibility to provide their care. We address issues on an individual basis.

Due to the developmental stages of the children that we work with, we support them with their personal care: reminding the children to go to the toilet, hygiene etc to develop their independence. As outlined in the foundation stage curriculum, we are responsible for children's personal care skills, as an essential part of Personal Development, in order to be able to access the rest of the curriculum.

On occasion, children may come to our setting in nappies. We support children sensitively and with dignity in this matter. Also, from time to time some children will have accidents and need to be attended to. Parents are asked to supply a bag of clean clothes for their child to be left in school. However a supply of spare clothing is available if necessary and parents are asked to wash and return this as soon as possible.

If a child requires help with meeting intimate care needs (having had an accident), this is treated as confidential and shared with the parents, in person at the end of the day.

Implementation

Staff training

All staff are knowledgeable about intimate care/personal care. They are aware of their responsibilities, relevant policies and procedures in place (including adhering to Child Protection, Health and Safety, Confidentiality). The designated employed adult is trained, DBS checked and has received training for very specific intimate care procedures where relevant. They follow the child's care plan and they undertake their duties in a professional manner at all times. They are fully aware of best practice including hygiene.

Intimate care / personal care plan

If a child requires regular assistance with intimate care, staff meet with the parents to discuss the child's needs and devise an agreed intimate / personal care plan. Relevant health personnel are involved if needed. We monitor and review the plan on a regular basis.

Practice

- The staff member providing the care forms a strong, trusting relationship with the child. They ensure that it is a positive experience that is safe and comfortable for all. Whilst the child is having their needs met, it is treated as a time to converse and promote their personal development.
- The child is encouraged to undertake as much of the procedure for themselves as possible, including washing intimate areas, dressing/undressing and hygiene.
- The early years toilet area is used to attend to a child's needs and every effort is made to ensure privacy and modesty.

- Most procedures are carried out by a single member of staff. However, careful consideration is given to the child's individual circumstances to determine how many practitioners might need to be present when a child needs help with intimate care.
- If a child is unhappy or anxious about the care being provided, the issue will be addressed to ensure that we continually meet a child's needs.

Working with parents

We work closely with parents to identify and ensure we meet the child's needs. Cultural and religious values are respected when planning for their care. We seek to engage in regular communication with parents, and monitor and review the plan together.

Working with outside agencies

We work closely with outside agencies and utilize their knowledge and expertise where necessary. The SENCO, coordinates this approach.

Disposal of nappies, aprons and gloves safely

We have in place good hygiene practices when disposing of waste to stop infection.

When assisting with intimate care, disposable gloves and aprons will be worn.

Gloves, aprons and wipes are disposed of hygienically and safely by double bagging and placing in a special bin. We dispose of our waste in accordance with the Department of Health and Newcastle City council.

This policy has been written in accordance with the Disability Discrimination Act (amended 2005).