

# WHITEHEAD PRIMARY SCHOOL NURSERY UNIT

## INTIMATE CARE POLICY

### RATIONALE

The Intimate Care policy is in place to safeguard both children and adults. They apply to everyone involved in the intimate care of children. Children with special educational needs, whether medical, cognitive or developmental, can be particularly vulnerable and staff need to be sensitive to their individual requirements.

### PRINCIPLES OF INTIMATE CARE

Every child has the right to:

- Be safe;
- Personal privacy;
- Be valued as an individual and treated with dignity and respect;
- Be involved and consulted in their own intimate care to the best of their abilities
- Express their views on their own intimate care and to have such views taken into consideration;
- Have levels of intimate care that are as consistent as possible.

### DEFINITION

Intimate care is defined as any activity required to meet the personal care needs of each individual child. Parents have a responsibility to advise staff of specific intimate care needs of their child and staff have a responsibility to work in partnership with children and parents.

Intimate care for children within the nursery setting may include:

- Feeding;
- Oral care;
- Dressing / Undressing;
- Toileting;
- Treatments including enemas and suppositories;
- Supervision of a child involved in intimate self-care.

### ROLES & RESPONSIBILITIES

#### Principal

- All Nursery staff will be vetted by the school, including students on work placement and volunteers. Vetting includes:
  - ✓ Access NI checks
  - ✓ Pre-employment checks
  - ✓ Two independent references;
- All staff undertaking intimate care of children will be familiar with and understand the Intimate Care Policy and Practice of the Nursery.

- There is an agreement between Nursery staff and parents as to what will happen in the event of an emergency e.g. in the absence of permanent staff, substitute staff will undertake such duties.

### **Nursery Teacher**

- Consent forms will be given to parents outlining the policy and practice of intimate care, prior to their children commencing Nursery.
- Ensure that only named staff within Nursery will undertake the intimate care of children.
- In consultation with the principal, the appropriate agencies will be contacted to train staff required to carry out specific types of intimate care e.g. for children with special educational needs.
- If, due to significant distress or discomfort experienced by a child during intimate care, parents will be contacted to come to Nursery in order to minimise this.

### **All Nursery Staff**

- In promoting independence as far as possible, their primary role will be the supervision of a child's own intimate self-care.
- They will be confident to undertake their role in the intimate care of each child.
- Should a child require assistance with any intimate care this will be done by:
  - ✓ Ensuring the child's privacy and dignity;
  - ✓ Ensuring that two members of staff are present. If this is not possible, the member of staff dealing with the situation will inform another adult who can monitor the situation by looking through an open doorway, windows in a door or a window;
  - ✓ Stopping immediately if a child displays distress or discomfort during the intimate care and try to ascertain the possible causes of this;
  - ✓ Using necessary barrier clothing such as disposable gloves and aprons to minimise the spread of infection through bodily fluids;
  - ✓ Disinfecting the area and disposing all materials used in a bin with a lidded bin.
- The necessary documentation will be completed in order to inform parents of what has taken place with regard to intimate care.
- To safeguard both adults and children, if a significant level of intimate care is given or two adults are required to assist a child, a record detailing the incident will be kept in Nursery as well as informing the principal.
- Staff will be aware of individual children's means of communication e.g. verbal, non-verbal (signs, gestures etc).
- Any concerns regarding a colleague's Intimate Care practice should be reported to the school's Designated or Deputy Designated Teacher for Child Protection.

#### **Parents will ensure that:**

- All relevant information regarding their children's intimate care needs is passed on to the Nursery teacher.
- They work in partnership with staff to promote their children's independence with regard to intimate self-care.

### **SOURCE OF REFERENCE**

Area Child Protection Committee's Regional Policy and Procedures

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