

Sandy Lane Nursery and Forest School  
"Nurturing curiosity and inspiring imagination"



# 2024-25 Intimate Care Policy

## DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	10.02.11	Approved by Premises, Health and Safety Committee
	2	03.12.24	Approved by full governing body

### Approval

Governing body free to delegate to a committee of the governing body, an individual governor or the headteacher

### Review Frequency

Whenever there are changes to report

### Amendments

v2

- Replaced 'will take into account' to 'consider' throughout
- Added key worker team, in addition to key worker
- Reference to KCSIE (Keeping Children Safe In Education) and CPOMS (Child Protection Online Management System) added

# **Sandy Lane Nursery and Forest School Intimate Care Policy**

## **Introduction**

At Sandy Lane Nursery and Forest School, we strive to develop independence in each child. However, we are aware that some of our children require support with self care issues such as toileting, nappy changing, changing clothes, washing, feeding, oral care, first aid and medical assistance. It is also sometimes necessary to supervise a child involved in independent intimate self-care.

Our Intimate Care Policy has been developed with the intention of safeguarding children and staff and ensuring the best possible experience for each child. We always endeavour to preserve each child's dignity and provide them with high levels of privacy, choice and control.

## **Principles of Intimate Care**

All staff at Sandy Lane Nursery and Forest School, children requiring intimate care are treated with respect at all times. We believe firmly in the following principles:

- ✓ Every child has the right to be safe
- ✓ Every child has the right to personal privacy
- ✓ Every child has the right to be valued as an individual
- ✓ Every child has the right to be treated with dignity and respect
- ✓ All children have the right to be involved and consulted on their own intimate care as is appropriate to their individual level of ability
- ✓ All children have the right to express their views on their own intimate care and to have such views
- ✓ Every child has the right to have levels of intimate care that are appropriate and consistent

## **Our Approach to Best Practice**

Within our setting, the management of all children with intimate care needs is carefully planned. We work closely with parents and carers to ensure that they are happy and comfortable with the approaches we will be using with their child and are responsive to their input.

We also consider guidance and support provided by the physiotherapy and occupational therapy teams for our children who have additional needs. This may involve the purchase and use of specific apparatus and adherence to specific care plans.

Staff ensure that careful and appropriate communication takes place with each child receiving intimate care to confirm that they understand where they are to be taken and what is to happen. This may be through the use of spoken and reinforced language, an on-body sign, the use of a Makaton sign or symbol, a photograph or PECS (Picture Exchange Communication System) symbol.

As a basic principle, children will be encouraged to achieve the highest level of autonomy that is attainable for them in relation to their age and ability. Staff will encourage each child to do as much for themselves as they possibly can and will praise their independence.

Intimate Care Plans will be in place for each child requiring intimate care and will be specific to their individual needs. These plans will also address issues of moving and handling where appropriate. Each child's key worker and teacher will be familiar with these plans.

Where possible, each child will be cared for by their key worker or a member of their key worker team unless specific circumstances dictate that it would be more appropriate for two adults to be present. Staff will ensure that children are cared for away from public nursery areas, eg, in the nursery bathroom with the door closed.

### **The Protection of Children**

All staff are familiar with Keeping Children Safe in Education and Education Child Protection Procedures and guidance is fully adhered to.

If a staff member has any concerns regarding physical changes in a child's presentation, eg, marks, bruises, soreness, these will be reported immediately to the designated senior person for child protection. A clear record of the concern will be completed, added to the child's CPOMS file, and an appropriate response will follow (see Safeguarding and Child Protection Policy).

If a child becomes distressed or unhappy when being cared for by a particular staff member, any issues will be considered and outcomes will be recorded. Where necessary, changes will be made to procedures, practices and staffing to ensure the child's wellbeing and happiness.

Very young children and those with additional needs can be especially vulnerable and staff directly involved with their intimate care are particularly sensitive to their individual needs.

### **Overview**

It is our aim to ensure that processes of intimate care are carried out in an efficient and relaxed manner, that children are as involved in, and aware of, the procedure as is possible and that procedures are evaluated in an ongoing manner.